

# TOWN OF DERRY



**ANNUAL REPORT  
FISCAL YEAR ENDING  
JUNE 30, 2016**



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# TOWN OF DERRY



**ANNUAL REPORT  
FISCAL YEAR ENDING  
JUNE 30, 2016**





# TOWN OFFICERS

*July 1, 2015 – June 30, 2016*

## **Town Council (3 Years)**

### *Chair*

**Brian K. Chirichiello, 2016**

### *Councilors at Large*

**Joshua R. Bourdon (2014-2017)**

**Phyllis M. Katsakiores (2015-2018)**

**James P. Morgan (2016-2019)**

*Mark A. Osborne (2016)*

### *Councilor District #1*

**Richard P. Tripp (2015-2018)**

### *Councilor District #3*

**David N. Fischer (2014-2017)**

### *Councilor District #2*

**Charles H. Foote (2016-2019)**

*G. Thomas Cardon (2016)*

### *Councilor District #4*

**Brian K. Chirichiello (2016-2019)**

*Albert M. Dimmock (2016)*

## **Town Clerk (3 Years)**

**Daniel R. Healey (2016 -2019)**

*Denise E. Neale (2016)*

## **Town Moderator (2 Years)**

**Mary Till (2016-2019)**

*Margaret Ives (2016)*

## **Supervisors of the Checklist (6 Years)**

**Dina Bourassa (2017) Appointed 1 Year**

*Renee Routhier, (2020) resigned*

**Patricia Dowling (2018)**

**Judy Strakalaitis (2022)**

## **Trustees of Trust Funds**

**Joel Olbricht (2017)**

**James C. Webb (2018)**

**Joan Crimlisk (2019)**

# TOWN OFFICERS

July 1, 1911 - June 30, 1912

Town Clerk (1 Year)

John A. Smith

John A. Smith (1911-1912)

Town Treasurer (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Town Engineer (1 Year)

John A. Smith (1911-1912)

Town Surveyor (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Town Assessor (1 Year)

John A. Smith (1911-1912)

Town Collector (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Town Engineer (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Town Auditor (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Supervisors of the Streets (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

Town Engineer (1 Year)

John A. Smith (1911-1912)

John A. Smith (1911-1912)

John A. Smith (1911-1912)



# TOWN OFFICERS

July 1, 2015 – June 30, 2016

(Continued)

## Derry Public Library Trustees (3 Years)

Elizabeth Ives, Chair (2019)  
Helen Evans, Vice Chair (2018)  
Dorothy Wiley (2017)  
Lynn Mann (2017)

Elizabeth Greenberg (2019)  
Pete Marcotte, (2017), *Appointed 1 Year*  
Charles Zoeller (2018), *resigned*

## Taylor Library Trustees

Candace Andrews (2019)  
Ed Ciancio (2017)  
Kim Burke (2019)

Jillian Klok (2018)  
Richard Fontaine (2018)

# TOWN OFFICERS

Jan 1, 2015 - June 30, 2016

(Continued)

## Boys' Public Library Trustees (2 Year)

Elizabeth Ginnery (2015)  
Jan. 2015 - June 2015  
Elizabeth Ginnery (2016)  
Jan. 2016 - June 2016

Elizabeth Ginnery (2015)  
Jan. 2015 - June 2015  
Elizabeth Ginnery (2016)  
Jan. 2016 - June 2016

## Taylor Library Trustees

Elizabeth Ginnery (2015)  
Jan. 2015 - June 2015  
Elizabeth Ginnery (2016)  
Jan. 2016 - June 2016

Elizabeth Ginnery (2015)  
Jan. 2015 - June 2015  
Elizabeth Ginnery (2016)  
Jan. 2016 - June 2016



# TOWN DEPARTMENTS

*July 1, 2015 – June 30, 2016*

## EXECUTIVE DEPARTMENT

*Galen A. Stearns, Town Administrator, October 2015*

*Susan A. Hickey, Interim Town Administrator, February 2016*

Stephen J. Daly, Acting Town Administrator

### Human Resources Director

William Scimone

### Town Treasurer

Allan Virr

### IT/GIS

Douglas Rathburn  
Manager

### Derry Cable Television

Chris Martin  
Administrator

### Public Health

Garrett Simonsen, Coordinator  
*Resigned December 2015*

## PLANNING DEPARTMENT

George Sioras, Director

## FINANCE DEPARTMENT

Susan A. Hickey, Chief Financial Officer  
Janice A. Mobsby, Controller  
Dawn Enwright, Tax Collector / Municipal Agent  
Barbara Chapman, Part-Time Assessor  
Jill Jamro, Human Services Administrator

## POLICE DEPARTMENT

Edward B. Garone, Chief  
George Feole, Captain  
Vern Thomas, Captain  
Robin Bordanaro, Animal Control Officer  
*(Marlene Bishop, Animal Control Officer retired May 2016)*

## FIRE DEPARTMENT & EMERGENCY MANAGEMENT

Michael Gagnon, Chief

## PUBLIC WORKS DEPARTMENT

Michael Fowler, Director  
Thomas Carrier, Water/Wastewater Superintendent & Deputy Director  
Eric Bodenrader, Parks and Recreation Director  
Alan Côté, Superintendent of Operations  
Robert Mackey, Code Enforcement  
Courtney Bougart, Public Health – *January 2016*

# TOWN DEPARTMENTS

Aug 1, 2017 - June 30, 2018

## EXECUTIVE DEPARTMENT

Mayor: [Name]

Deputy Mayor: [Name]

Director of Public Works: [Name]

Human Resources Director:  
[Name]

Town Treasurer:  
[Name]

Public Works  
[Name]  
[Name]  
[Name]

Public Works  
[Name]  
[Name]  
[Name]

Public Works  
[Name]  
[Name]  
[Name]

## PLANNING DEPARTMENT

[Name]

## FINANCE DEPARTMENT

[Name]  
[Name]  
[Name]  
[Name]  
[Name]  
[Name]

## POLICE DEPARTMENT

[Name]  
[Name]  
[Name]  
[Name]  
[Name]  
[Name]

## TELEPHONE DEPARTMENT & COMMUNITY RELATIONS

[Name]

## PLANNING DEPARTMENT

[Name]  
[Name]  
[Name]  
[Name]  
[Name]  
[Name]



# TOWN BOARDS & COMMITTEES

July 1, 2015 – June 30, 2016

## CONSERVATION COMMISSION (3 Year)

*Town Council Representative, Charles Foote (1 Year)*

### *Members*

2017 Riccardo Buzzanga  
2017 Eileen Chabot  
2018 Neil Wetherbee  
2018 Paul Dionne  
2018 Marius Zainea  
2019 Margaret Ives  
2019 James Degnan

### *Alternates*

2018 Margaret Kinsella  
2019 Brian DeSimone  
2019 William Ventura

## PLANNING BOARD (3 Year)

*Town Council Representative, Charles Foote (1 Year)*

2017 Randy Chase, Town Administrator Representative

### *Members*

2017 Frank Bartkiewicz  
2017 Mirjam Itjsman  
2018 Michael Fairbanks  
2018 John O'Connor  
2019 Lori Davidson  
2019 James MacEachern  
2019 David Granese

### *Alternates*

2017 Marc Flattes  
2018 Mark Connors  
2019 Elizabeth Carver

## ZONING BOARD OF ADJUSTMENT (3 Year)

### *Members*

2017 Allan Virr  
2017 Teresa Hampton  
2018 Lynn Perkins  
2019 Heather Evans  
2019 Stephen Coppolo

### *Alternates*

2017 Vacant  
2017 Vacant  
2018 Randall Kelley  
2019 Dana Naurez  
2019 Donald Burgess

## DERRY HOUSING AUTHORITY (5 Year)

*Town Council Representative, Charles Foote (1 Year)*

Robert Fleig, Executive Director

### *Members*

2017 Lt. Kathryn Mayes  
2018 Kristy Baillargeon  
2019 Jennifer Lague  
2020 Robert DiNozzi  
2021 David Milz





# TOWN BOARDS & COMMITTEES

July 1, 2015 – June 30, 2016

(Continued)

## ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (3 Year)

*Town Council Representative, James Morgan (1 Year)*

### *Permanent Members*

Town Administrator

George Sioras, Planning Director

### *Members*

2017 Nicholas Del'Etoile

2017 Christina Gossell

2018 Andrew White

2018 Craig Cunningham

2019 Terri Pastori

2019 Gordon Graham

2019 John Potucek

### *Alternates*

2018 Scott Graves

2019 Vacant

## ENERGY & ENVIRONMENTAL ADVISORY COMMITTEE (3 Year)

*Town Council Representative, Joshua Bourdon (1 Year)*

### *Members*

2017 Maureen Reno

2017 Cindy Peaslee

2018 Mark Flattes

2018 Marius Zainea

2019 Tom Cardon

### *Alternates*

2018 Anthony Marciano

2019 Chris Cox

## HERITAGE COMMISSION (3 Year)

*Town Council Representative, Phyllis Katsakiores (1 Year)*

### *Members*

2017 Karen Blandford-Anderson

2017 Mark Mastromarino

2019 Roger Konstant

2019 Rosemary Fesh

### *Alternates*

2017 Mary Eisner

2018 Bonita Kershaw

2019 Paul Lindemann

## HIGHWAY SAFETY COMMITTEE (1 Year)

### *Permanent Members*

Alan Cote, Public Works

Chief Edward B. Garone, Police

Chief Michael Gagnon, Fire

Jane Simard, School

### *Members (1 Year)*

Denise Christoni

Tom Landers

Randall Chase

Walter Deyo

Scott Savard

Daniel McInnis





# TOWN BOARDS & COMMITTEES

July 1, 2015 – June 30, 2016

(Continued)

## DERRY REDC LOAN REVIEW COMMITTEE (1 Year)

### *Members*

2017 Joel Olbricht

2017 Laura Fraser

2017 Catherine Taylor

2017 Vacant

2017 Vacant

## SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION (4 Year)

### *Members*

2020 Frank Bartkiewicz

2020 John O'Connor

2020 Adam Burch

2020 Jeff Moulton

### *Alternate*

2020 Vacant



## **TOWN OF DERRY DEPARTMENTS & DIVISIONS**

### **Executive Department**

Town Council  
Town Administrator  
Planning  
Information Technology / GIS  
Human Resources  
Derry Community Television  
Treasurer

### **Finance Department**

Assessing  
Finance  
Human Services  
Tax Collector

### **Fire Department**

Ambulance Services  
Dispatch Services  
Emergency Management

### **Police Department**

Animal Control

### **Public Works**

Buildings & Grounds  
Cemetery  
Code Enforcement/Building/Zoning  
Engineering  
Highway  
Parks & Recreation  
Public Health  
Transfer Station  
Vehicle Maintenance  
Water/Wastewater

### **Town Clerk**

### **Supervisors of the Checklist**

### **Trustees of the Trust Funds**

### **Derry Public Library**

### **Taylor Library**



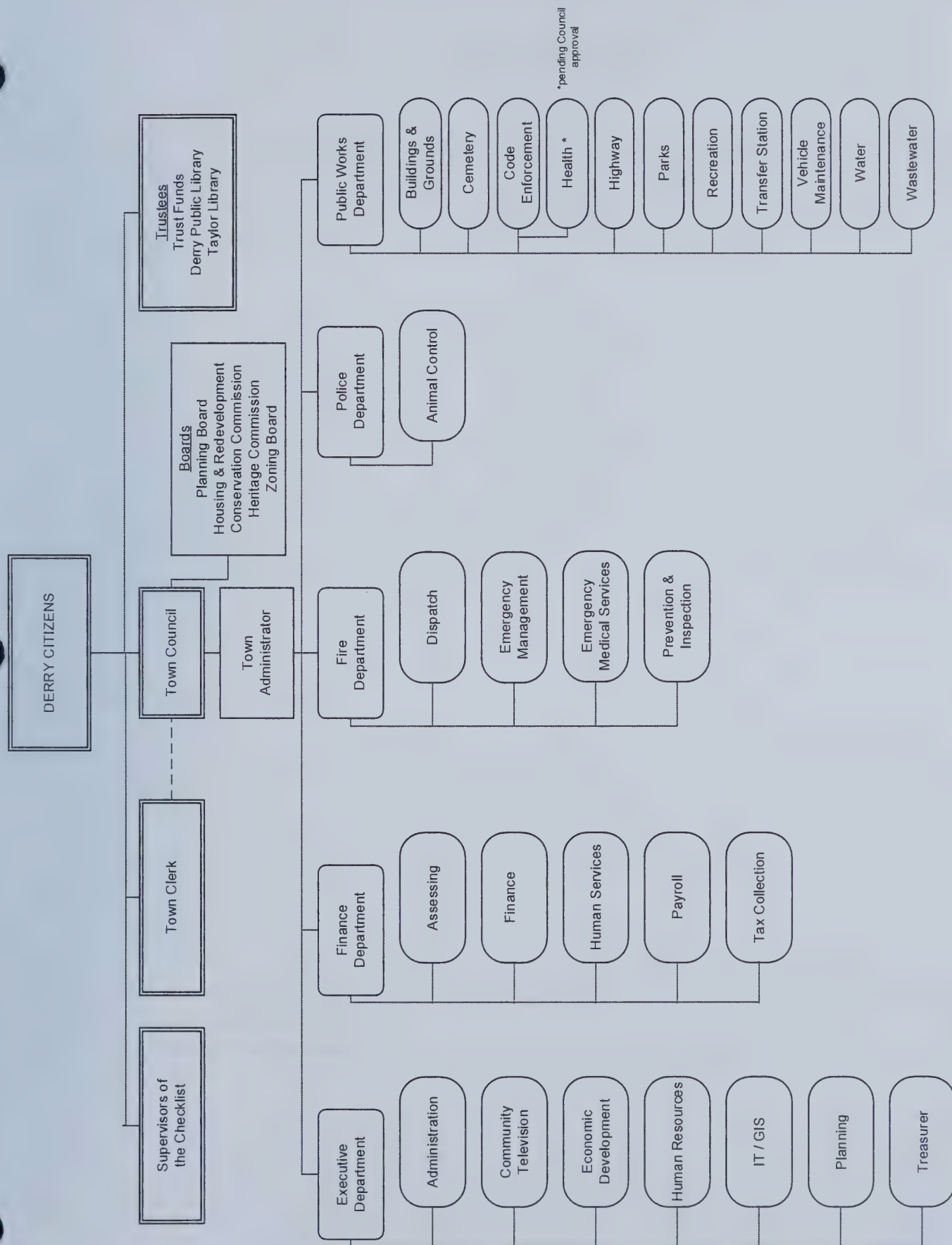


## **BOARDS & COMMITTEES**

Building & Property Maintenance Committee  
Conservation Commission  
Economic Development Advisory Committee  
Energy/Environmental Advisory Committee  
Heritage Commission  
Highway Safety Committee  
Housing & Redevelopment Authority  
Net Zero Task Force  
Planning Board  
Southern New Hampshire Planning Commission  
Zoning Board of Adjustment









## COUNCIL CHAIR

What a difference a year makes! Having spent nine years (2003 to 2014) as a Town Councilor, I was not really looking at coming back to office at the Town level. After the Special Election on October 13, 2015 where a “majority” of citizens voted to overturn that Council’s decision to make some of the most drastic cuts to basic services in our Town, I felt the need to come back to *“Right the Ship”*.

With a mix of two year veterans and three new Councilors voted in last March, I knew that my experience and knowledge of how the Town works would be a step in getting things turned around, which is what the majority of citizens would be expecting. The first thing we did was bring the line by line budget back, in full view of citizens, and with a 7-0 vote, this Council approved the budget spending \$25,000 less than the previous year’s budget. Included in the budget, we were successfully able to hire two police officers and one additional fire fighter. We also added \$135,000 for economic development activities. We were able to accomplish this by transferring \$100,000 from cable fund balance account with the intent on bringing more commercial/industrial businesses in to offset residential taxes. We all want lower taxes and in order to accomplish this we need to bring businesses into our Town.

So, I have been asked - “What has this Council accomplished?”

Here is a list for the year:

- 1) Extended water up to the top of Ryan’s Hill to spur business growth and help residents with MBTE contamination issues in their water.
- 2) Purchased Conservation Land on the west side of Derry (working on acquiring some addition conservation parcels as well that will benefit the town).
- 3) Brought transparency back during the budget process, while saving the Taxpayers \$25,000.
- 4) Negotiated all of our union contracts with 5 year deals
- 5) Hired a professional and experienced Town Administrator – Mr. David Caron
- 6) Held a joint workshop with the Planning Board and EDAC on Economic Development issues and strategies.
- 7) Brought in Economic Development programs/RFP for services.





A great deal of work has been done and I would like to personally thank my fellow Councilors: Jim Morgan, Phyllis Katsakiores, Dave Fischer, Josh Bourdon, Charlie Foote and Richard Tripp, who helped make this a successful year. I feel confident that the Town has turned the corner and is heading in a better direction.

Respectfully submitted,

*Brian K. Chirichiello, Chair*

Brian K. Chirichiello

Derry Town Council





## TOWN ADMINISTRATOR

This is an unusual report to write as a Town Administrator. During FY2016, Derry was served by three people in that role. At the beginning of the fiscal year, which starts on July 1, Galen Stearns was Derry's "Permanent" Town Administrator. He served until mid-summer. He was followed by Chief Financial Officer, Susan Hickey, who served as "Interim" Town Administrator from late summer through January 2016. She, in turn, was followed by me, Stephen Daly, a senior consultant with Municipal Resources, Inc. of Meredith, NH, which was contracted to provide an experienced municipal chief administrative officer to serve as "Acting" Town Administrator until the next permanent Town Administrator was under contract. My assignment ended with that event at the end of October 2016. Even though my service went substantially into fiscal year 2017, I feel compelled to report and comment on the entire period of fiscal year 2106 and the first four months of fiscal year 2017 rather than leave that responsibility to the incoming Town Administrator.

A lot happen in fiscal year 2016. It was a tumultuous time. The Administration was put on its heels by a Town Council whose majority was committed to substantially reducing the tax burden on Derry residents by a whopping 22%. In real dollars, that translated to a budget reduction in the neighborhood of \$5 Million! The pressure -- which was substantial -- to devise a plan to lower the cost of providing services to the community with as minimal an impact to those services as possible fell to the Administrator and the Senior Staff who performed their roles well. However, the 11% cost reduction returned to the Council by Mr. Stearns failed to satisfy the majority which went forward with budget cuts it believed would achieve their stated goal. As a result, layoffs and other material cutbacks impacted most of the Town's workforce in a way that diminished morale and led to many employees voluntarily leaving for jobs in other communities. Mr. Stearns and the Assistant Town Administrator were among those who moved on. The Town's seven unions having been out of contract for as many as six years contributed to the migration and would prove to cause other problems later in the year. The workforce that remained was expected to deliver a level of service nearly identical to that previously enjoyed by the townspeople. The task proved impossible. The burden it placed on the workers, coupled with the degree of dissatisfaction among the residents, brought things to a head in the Fall when a stack of citizens' petitions forced a special election that restored most of the budget cuts made by the Council. The political and legal battles that preceded the referendum further dampened the morale of the workforce, but not its overall or individual performance. The level of services was noticeably lessened, but not the quality of those that could be sustained. The outcome of it all found the Administration striving to fill the vacancies that had been created by the budget cuts. It proved to be a lengthy and, to a degree, slow and frustrating task, for Derry's newly redefined profile as a municipal employer had become well known.

Despite the strife, many positive things were getting done, due in large part to the dedication, skills and professional attitudes of the Town's employees. They are described in the several



department reports contained in this document. It's an interesting thing about those who devote their working life to serving the public – no matter the odds of failure, they consistently deliver quality services because their dedication is to the people they encounter every day on the streets and byways of their communities. While some say that local government employees don't produce anything, I and many others disagree. They produce a degree of security, safe travel, cleanliness, play and investment in the future of a community that benefits all who live and work there. They also produce a satisfaction within themselves that they do good for others as guardians of the community, its physical assets and its financial health.

At my parting, nearly all positions that had vacated due to the fiscal year 2016 budget have been filled. While for some new employees, it will be a while before they are seen on the streets of Derry, having to complete specialized training programs before assuming their roles, others who are fully credentialed take on their roles immediately. The new majority on the Town Council that took office in March has brought Derry's town government back to life. It has managed, through creative thinking and practical financial management, to add much needed staffing in public safety departments as the first step in a multi-year plan to bring those workforces up to commonly accepted levels based on Derry's population. It has purchased open space in West Derry – a long forgotten place for such investment. It has kept the Exit 4A momentum moving forward and placed major emphasis on promoting economic development that will ease the tax burden on residential homeowners across the community. Perhaps most impressive and far reaching, however, is that it has agreed to new contracts with all seven of the Town's labor unions after years of strife. And it did so in a way that positively projects five years into the future with reasonable cost of living pay increases, significantly lowered employee health insurance costs, and a potential tax rate impact that will be at least 26 cents less than if they had left the contracts unsettled. Today's Council is committed to a fully staffed and fairly paid workforce that delivers a broad range of high quality services at a price that taxpayers can afford.

For my time in Derry, having been aware of its reputation as a politically volatile community, I am sad to be leaving. My experience here has been more rewarding than most of the municipalities I have managed. I appreciate most the professionalism and knowledge of the senior staff who lead those who deliver services to the community day-in and day-out, no matter the day of the week, the time of day or the season of the year. Derry's residents and business owners should feel confident that the portion of their investment in their community that is paid in taxes is being used responsibly and frugally, and is producing a good place to live and work.

Thank you, Derry, for a wonderful experience and for the pleasure of your company.



Acting Town Administrator

Feb 2016 - Oct 2016





## PLANNING DEPARTMENT

Fiscal Year 2016 activity in the Planning Department continued at a steady pace similar to what the department had begun to see in fiscal year 2013. Both residential and commercial development plans were submitted to the office and construction activity and building was very visible throughout the town. This past year work continued on zoning amendments including expanding the General Commercial zone at Lenox Road and Crystal Ave this past year. Our department also worked with the New Hampshire Community Loan Fund on two Community Development Block Grants (CDBG) to assist two manufactured housing parks on replacing and improving their infrastructure/water systems and the feasibility to potentially tie into town water and sewer to replace aging water and septic systems.

Highlights of development activity in fiscal year 2016 included construction of two self-storage facilities of 72,000 sf and 45,000 sf, an auto custom exhaust garage, Cumberland Farms expansion and store façade improvements on East Broadway, a 16-bed Assisted Living Facility on Beaver Lake, a 7,000 sf addition to the Mutual Sales industrial building at the Ash Street Corporate Park, a new landscaping business on Bowers Road (Groundhog Landscaping), construction of Phase II of the mixed-use retail/office Cowbell Corner development on Route 111, the re-opening of the Birch Wood Vineyards Winery/Function Facility on Route 28 (formerly Promises to Keep), and although approved in July 2016 a new Sal's Pizza on Crystal Ave. and the re-location of Tupelo Hall Entertainment venue to Derry on A Street, off of Manchester Road.

The department continues our work with the Southern New Hampshire Planning Commission (SNHPC), the Southern New Hampshire Regional Economic Development Corporation (REDC), Greater Derry-Salem Cooperative Alliance for Regional Transportation (CART) as well as the Greater Derry-Londonderry Chamber of Commerce on regional planning, business, and transportation issues. Staff is also working with the SNHPC, the New Hampshire Department of Transportation, and members of the Derry Heritage Commission on the Robert Frost/Old Stage Coach Scenic Byway. The Scenic Byway will celebrate and help protect the historical features, rural character, and the natural and scenic qualities of the five corridor communities (Derry, Atkinson, Hampstead, Chester, Auburn) through which it passes.

This past year staff continued working with three excellent committees that will have a significant impact on future town policies and projects that will benefit the town. Staff has enjoyed and continues to enjoy being a part of these groups which includes the Building & Property Maintenance Committee, the Derry Cooperative School District 2015-2016 Facilities Study Committee, and the Town of Derry's Economic Development Advisory Committee.

In closing I would like to once again thank the members of the Planning Board for their continued support and assistance with our department particularly with regard to the challenging zoning revisions and we also want to welcome aboard our new members and



kudos to our chairman, David Granese for being an excellent chairman and his and the board's professionalism; makes our jobs easier!

I also want to once again thank and acknowledge the staff in the Code Enforcement, Police, Public Works, and Fire Departments for their cooperation and efforts in making the Technical Review Committee (TRC) process a success and our efforts to be business-friendly and our expedited review of development plans and permitting.

Finally, I would like to once again acknowledge and thank our Planning Assistant, Liz Robidoux, for her excellent staff assistance to both the Planning Director and Planning Board and keeping us on track and organized as well as her hard work and professionalism. The Planning Department looks forward to continue to provide professional and prompt service to the Town of Derry and its residents and business community.

Respectfully submitted,

*George H. Sioras*  
George H. Sioras  
Planning Director





## INFORMATION TECHNOLOGY

Social media outreach, utilizing both Facebook and Twitter, has become a priority for our department during the past year. With our newly revamped website the ability to link feeds to both of these social media platforms has been seamless and provided the public the ability to keep up to date without ever even needing to visit the website. During the upcoming year we'll be looking at providing even more content of this nature.

Another major project for IT during the past year has been working with the Tax Collector's office on the ability to accept payment using credit cards. IT assisted both the Tax Collection and Finance Departments in this endeavor and ensured this project's success.

We continue to extend our networking capabilities and provided fiber capabilities to the new transfer facility including as well as all other existing infrastructure (highway garage, wastewater) on Transfer Lane. Fiber infrastructure has also been run to the Hampstead Road Fire Station effectively quadrupling network speeds to that location.

### **GIS**

2015 saw some very interesting feature changes for our online GIS capabilities. We replaced our existing online GIS application with ArcGIS Online. The new functionality of ArcGIS Online allows staff much greater flexibility in the creation of maps, a luxury not afforded to us with the former proprietary application.

For the first time the ArcGIS platform allows our DPW field workers the ability to collect and enter real time data utilizing GIS capable field tablets. This has saved countless hours as data can now be entered "live" in the field and seen as real-time updates by users both in the office and public users.

Internally we've created a cemetery application which allows our users to find and maintain data, replacing hand written information. This project is the culmination of many years of data collection and the conversion of paper maps into a digital format.

We continue to create and maintain both new and existing data and will be looking at creating some interesting applications as we go forward with this new technology.

Respectfully Submitted,

*Douglas A. Rathburn, IT/GIS Manager*  
Douglas A. Rathburn, IT/GIS Manager



## HUMAN RESOURCES

The Human Resources (HR) Department strives to ensure that Town jobs are staffed appropriately, employees have meaningful, enjoyable and challenging career opportunities and that personnel and labor administration activities are timely and effective. The Department supports the negotiation and administration of seven union contracts, facilitates dispute resolution, provides recruiting assistance to Town departments, administers drug testing programs, maintains personnel and related records, advises managers regarding employment relationships, and assists employees however possible. The Department sponsors and facilitates employee safety and wellness activities, relying upon the support and participation of members of the Town Wide Joint Loss Management Committee (safety) and the Health and Safety Coordinator.

- Six of the seven unions operated without contracts throughout FY 2016. The goals established by the council as well as the efforts to re-enter negotiations succeeded in scheduling contract negotiations meetings with all seven unions during the last two months of FY16. This resulted in holding 11 bargaining sessions that included all seven bargaining units. The 7<sup>th</sup> union's contract expired at the very end of June 2016 as negotiations continued.
- We began the year losing 15 full time positions: 1 Executive, 2 Public Works, 8 Fire, 4 Police. Through a special election, 11 of those were reinstated: 1 Executive; 2 Public Works; 4 Fire; 4 Police. Recruitment efforts brought us 10 full time and 1 part time employees to fill the reinstated positions. We also filled 8 additional full time positions that were vacated through resignations and retirements. One employee was added through S. NH Services' "Gateway" program saving 50% of the labor costs. The year ended with a total of 6 full time positions yet to be filled.
- Town employees participated in community initiatives like the United Way Campaign and the Salvation Army Backpack Program. Through the efforts of our Health and Safety Coordinator, employees also participated in the American Heart Association "Go Red for Women Day," the Annual CIGNA/Elliot 5k Road Race, and other health challenges. We also held workshops for employees to improve their abilities to Manage Stress. Specific workshops were tailored for our Fire Department employees. Another is in development for our Police Department employees.
- Employees attended a number of training programs to upgrade job skills, improve job safety, and ensure compliance with Federal and State employment discrimination laws.

Respectfully submitted,

*Bill Scimone*  
William Scimone  
Human Resources Director





## DERRY COMMUNITY TELEVISION

The mission of our government and public access channels is to inform, educate, entertain, and promote free speech. Derry Community Television remains committed to improving its operations in order to meet the changing needs of our viewers.

Derry's Government Access Channel (C17) provides the community with an opportunity to stay informed by viewing unedited coverage of its governing boards and committees. C17 airs regularly scheduled Town Council, Planning Board, Zoning Board, and Conservation Commission meetings. We also provide coverage of special workshops, public hearings, budget sessions, and pertinent informational shows.

Taped government meetings are available through our Video on Demand (VOD) website, <http://derrytv.pegcentral.com>. VOD provides access to local government meetings at a time that is convenient for viewers (internet access is required). We have expanded our YouTube channel ([www.youtube.com/DerryTV](http://www.youtube.com/DerryTV)) so that viewers can also watch some of our locally-produced community shows at any time.

Our public access channel (D23) increases community awareness and encourages local pride. Programs produced by local residents and staff members provide a glimpse of what is happening in our neighborhood. This includes presentations at the Derry Public Library, the Derry Parks and Recreation Healthy Aging Lecture Series, concerts, and special events around Town. Residents of Derry are encouraged to submit ideas and create new shows.

Community bulletin boards display information slides in-between programming on both channels. The Channel 23 bulletin board displays community events, while the Channel 17 bulletin board displays public notices, emergency meetings, and other Town-related notices.

Staff members and volunteers provide professional-quality live coverage for major Town events and elections so residents can get current information about what is going on in their community. Events covered this year include elections, the Memorial Day Parade, Derryfest, the Very Derry Holiday Parade, and Veterans Day ceremonies.

Our video producers partner with Town departments and community leaders to create shows that allow taxpayers to see what services are available to them as members of the community. *Bettering Our Community*, *Downtown Spotlight*, *Your Health Matters*, are just a few of the series which have become popular on this channel.

We have continued community outreach efforts and have established positive relationships with the local press, the Derry Public Library, Taylor Library, Derry Parks and Recreation, the Greater Derry/Londonderry Chamber of Commerce, and Pinkerton Academy. We offer Pinkerton students the opportunity to intern at the station and produce broadcast quality shows that air on D23.



Volunteer members are vital to Derry Community Television. We welcome members of the community to visit our studio to learn about what is available to them free of charge. Our staff has developed training programs so members of the community and Town departments can create their own shows. We offer regular free training on camera operation, studio production, lighting, audio, graphics, editing, interviewing techniques, and how to produce a show.

Community access television funding is generated solely from franchise fees paid by Comcast subscribers, with no fiscal impact to taxpayers. Franchise fees support two stations that operate from the studio at the Municipal Center and the Educational Channel located at Gilbert H. Hood Middle School.

In closing I would like to thank all the volunteers who have helped cover events throughout the year, Assistant Cable Coordinator Owen Provencher, and Video Producers Kate Jenness and Sean Zajac. Without their efforts, our stations would not have been able to progress as they have during the course of the last year.

To learn more about C17 or D23, go to our website at [www.derryctv.com](http://www.derryctv.com), email me at [chrismartin@derrynh.org](mailto:chrismartin@derrynh.org), or call us at 845-5514. We are located in the lower level of the Derry Municipal Center.

Respectfully submitted,

Chris Martin  
Station Coordinator  
Derry Community Television, D23  
Derry Government Access, C17



**Treasurer's Report  
June 30, 2016**

**Citizens Bank**

**Beginning Balance, July 1, 2015** \$ 18,875,571.82

**Revenue Receipts:**

Received from Tax Collector	\$ 91,446,035.54	
Received from Town Clerk	\$ 109,575.79	
Received from Libraries	\$ 41,922.36	
Interest Earned on Investments	\$ 3,142.03	
Received from State/County	\$2,451,617.52	
Received from Federal Funds		
Total Revenue Receipts		\$ 94,052,293.24

**Other Revenues:**

Investment Transfers	\$ (12,568,350.96)	
Trust Funds	\$ 2,213,936.47	
Bonds/Bond Anticipation Notes	\$ 49,624.04	
ATM Income	\$ 731.25	
Total Other Revenues		\$ (10,304,059.20)

**Disbursements**

Council Orders to Pay	\$ 97,163,081.18	
Transfer of State Motor Vehicle Fees	\$ 1,944,088.66	
Transfer to Trust Funds (net)	\$ 2,690,550.00	
Lockbox Fees/invoice cloud	\$ 8,480.61	
Voided Checks	\$ (3,739,533.01)	
NSF Checks & Fees	\$ 157,864.72	
Total Disbursements		\$ 98,224,532.16

**Ending Balance, June 30, 2016** \$ 4,399,273.70

**Other Accounts**

NBT Bank	CD	\$ 243,393.89
Century Bank	Money Market	\$ 10,640,004.94
Citizens Bank	Target Account	\$ 3,500,000.00
Optima Bank & Trust	Sweep	\$ 20,433,434.87
Optima Bank & Trust	CD	\$ 249,626.41
Optima Bank & Trust	ICS	\$ 1,000,049.29
Optima Bank & Trust	Target	\$ 40,001.00
Optima Bank & Trust	CDARS	\$ 15,304,891.47

**Total Cash Balance, June 30, 2016** \$ 55,810,675.57

**Allan D. Virr**

Allan D. Virr  
Treasurer





## ASSESSING DIVISION

The real estate market has shown definite signs of improvement from 2015/2016, with the number of open market transfers increasing from 2015 through June, 2016. Similar to last year, we continue to experience signs that sales of existing homes were more plentiful, and foreclosures, especially in Derry, continue to be down dramatically in comparison with past years. Please refer to the two (2) charts regarding foreclosure deeds and total transfers through July, 2016. We conducted an internal review of all Current Use files as the base assessed values per acre were changed by the New Hampshire Current Use Board effective for April 1, 2015.

As part of our annual cycled inspection process, we completed cycled inspections of all residential properties within assessing neighborhood #101 which runs northwest to abutting town of Auburn and runs on both sides of By-Pass 28 starting from Tsienneto Rd

There continues to be much concern expressed by real estate professionals and the general public in regard to the real estate market and what that means to the Town's assessment base and tax revenue. We regularly monitor the situation so as to be able to make appropriate recommendations to the Town Council (Board of Assessors) on how the Town needs to address market changes. The Department of Revenue (DRA) Director, Stephen Hamilton and Wil Corcoran from Corcoran Consulting Associates, Inc. came before the Town Council on June 21<sup>st</sup>, 2016 to speak to the Town Council about how Derry has met all the standards of our 2015 Assessment review conducted by the DRA. Wil Corcoran spoke about the town doing a statistical update for the actual tax bill in October, 2016 and the Town Council agreed to allow the department to complete a statistical update of assessments.

As required by State Statute, each year the DRA performs an equalization study of all communities in the State. The DRA's study conducted for 2015 indicates that the Town's overall level of assessed value to market value was 92.6% (for 2014 it was 97.8%). The Town's objective with the 2016 update will be to achieve a ratio of 95-100%. The acceptable range by State Standards is 90% to 110%.

Also, the 2015 DRA's study indicates the co-efficient of dispersion (C.O.D.) to be 10.97%. The prior year (2014) was 8.54%. This C.O.D. is considered to be in the 'excellent' range for tax year 2015 and we will remain diligent to keep assessments within the State's mandated standards. The C.O.D. measures uniformity in assessments through ratio studies. It indicates the measure of appraisal uniformity that is independent of the level of appraisal (ratio) and permits direct comparisons between various properties (comparable and other properties). Any decision to conduct assessment updates and revaluations must consider this number above all others.

During the Town Budget deliberations in March and April of 2016, the necessary funding was approved by a majority of the Town Council to continue with the assessment update program and the cycled inspection program that will keep our assessment inventory up to date for the upcoming 2016 and 2017 tax years.

The Town's 2016 net taxable valuation as of this report is \$2,825,865,552. This figure will be used by DRA to set the 2016 tax rate in October 2016. This year's increase reflects construction from new building permits issued since April 2, 2015, the annual cycled inspection program and completion of the Town-wide re-assessment update.



The Town's net taxable valuation, upon which the 2015 tax rate was set, was \$2,547,875,368, with a resulting tax rate of \$29.23/\$1,000 of valuation.

The public can access much of our assessment data on-line. Assessment data is updated monthly and may be viewed at [www.vgsi.com/derrynh](http://www.vgsi.com/derrynh) for the Town of Derry. If you encounter any issues when using this tool, please report them to the Assessing Division as soon as you can. We will address them immediately. We have found that the VISION system is very user friendly and it has easy look up and reporting routines. Also, there is one workstation in the Public Research Area at the Derry Municipal Center next to the Assessor's Office which is available for the general public to access this data. Property record cards are printable from the station and on-line. The on-line feature of the system has and will continue to save Assessing time as appraisers, realtors, attorneys, the general public and the various Town departments can easily access the data on-line.

Other on-line features found at [www.derrynh.org](http://www.derrynh.org) are the Town's tax maps and 'Derry GIS' that has search fields that will locate owners, assessment information, abutters lists, the location of town water and sewer lines and many other features. All this information is available to print from your home or office. We also have links on the Assessing portion of the Town's website for all property tax exemptions and Veteran Credit qualifications and application procedures, as well as Current Use and other information.

We encourage taxpayers to review the reverse side of their tax bills for important collection and assessment information, including assistance that is allowed by State Statute that may be available through this office. All applicants must meet various levels of criteria, and filing time lines (April 15th) to qualify for many programs offered. If you feel you may qualify or have questions, do not hesitate to contact the Division at 603-432-6104.

I want to thank the Assessing Staff, Mark Jesionowski and Sue Conroy for a job well done. Also, our consultants with helping us complete our tasks.

The Assessing staff and I wish to thank the public and our other Town departments and staff for their assistance and cooperation.

Respectfully Submitted,

**Barbara A Chapman, CNHA**

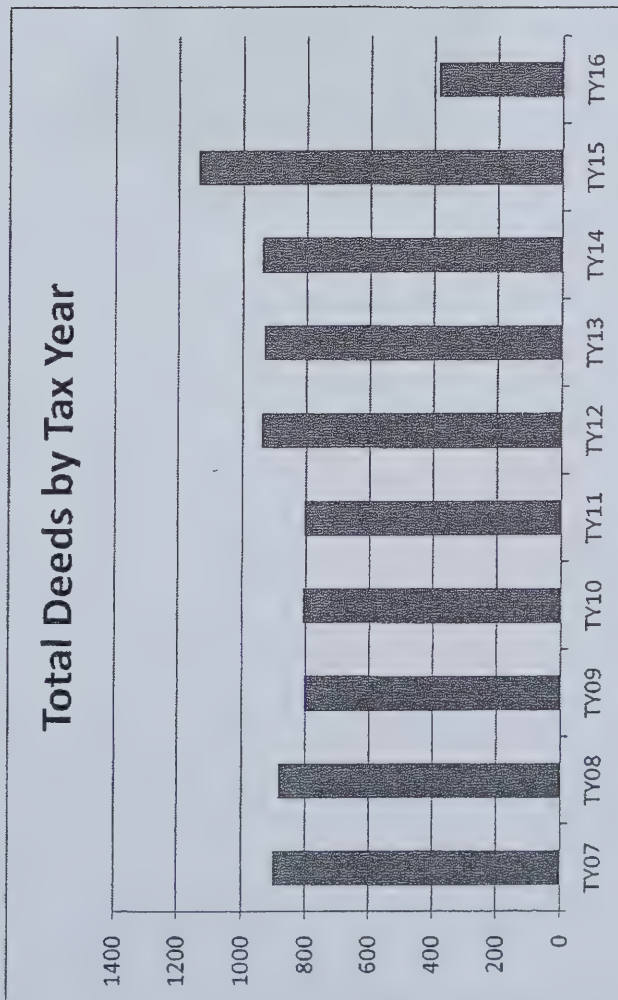
Part Time Assessor





MONTH	TY07	TY08	TY09	TY10	TY11	TY12	TY13	TY14	TY15	TY16
APR	71	73	40	63	63	83	72	70	93	66
MAY	79	85	46	46	72	85	87	63	102	99
JUNE	85	68	74	49	81	80	79	83	147	117
JULY	79	105	74	63	63	84	107	91	116	106
AUG	87	82	72	59	71	94	94	92	83	
SEPT	78	66	77	57	69	78	82	99	105	
OCT	83	74	89	80	51	91	74	94	81	
NOV	88	100	68	75	63	72	69	62	93	
DEC	74	76	67	88	76	85	85	82	97	
JAN	66	65	65	56	50	59	58	60	71	
FEB	63	52	64	87	74	58	63	54	74	
MAR	49	40	71	88	76	74	66	93	81	

Total	902	886	807	811	809	943	936	943	1143	388
AVG/Mo	75	74	67	68	67	79	78	79	95	97

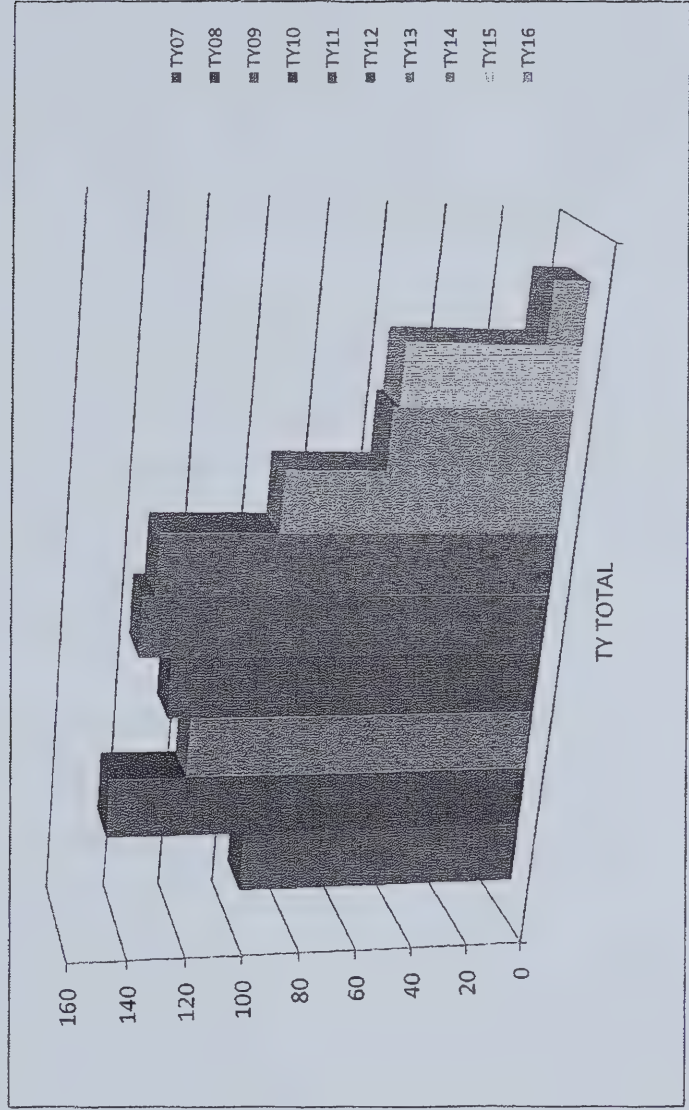




# DERRY FORECLOSURE DEEDS

	TY07	TY08	TY09	TY10	TY11	TY12	TY13	TY14	TY15	TY16
APR	8	7	10	18	18	16	9	12	6	3
MAY	14	7	9	5	10	12	11	3	8	0
JUNE	10	10	12	3	10	14	6	0	6	7
JULY	12	12	7	3	7	11	14	5	4	3
AUG	9	21	12	11	13	8	7	4	2	
SEPT	2	12	13	7	14	9	11	3	4	
OCT	8	10	10	17	4	11	5	4	7	
NOV	8	10	5	15	16	13	5	4	5	
DEC	8	12	7	11	13	10	8	5	6	
JAN	9	13	12	6	10	10	6	4	5	
FEB	5	18	12	18	10	11	5	11	3	
MAR	6	15	12	15	15	11	9	7	4	

TY TOTAL	99	147	121	129	140	136	96	62	60	13
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## FINANCE DEPARTMENT

One of the most important functions of the Finance Department is the development of the annual budget for the next fiscal year. The tax cap used to determine the allowable tax increase was .7%. The budget was reviewed in detail by the Town Council; resulting in a projected tax rate of .01 cent lower than the prior year. There was an approved use of fund balance for funding overlay, exemptions and tax rate reductions in the amount of \$341,000. While it can be argued that using fund balance to lower the tax rate is not a fiscally prudent decision given it becomes a one-time revenue source, increasing the tax rate by that amount in the next year, the goal for FY17 budget passage was to have a lower tax rate.

The bond rating for the community was reviewed by Moody's Investor Services and was increased to an Aa1. The Town is one rating below the highest rating that can be achieved, AAA. The achieved rating reflects a strengthening economy, strong management environment, good financial policies, stable revenue profile and a strong debt and contingent liability position.

I am fortunate to have a dedicated staff and thank them for their work effort and professionalism. Specifically, I would like to thank Accounting Manager Mark Fleischer, Treasurer Allan Virr, Tax Collector Dawn Enwright, Deputy Assessor Barbara Chapman and Human Service Administrator Jill Jamro.

Separate reports follow for the Assessing, Finance, Human Services and Tax Collection Divisions, providing more details on division operations during FY2016.

I look forward to working with the employees, elected officials and the community.

Respectfully submitted,

*Susan A. Hickey*

Susan A. Hickey  
Chief Financial Officer





## **HUMAN SERVICES DIVISION**

In fiscal year 2016, the Human Services Division provided general assistance to 96 unduplicated households, a decrease of 19% over last year. The decreased volume was evident across other municipalities and relief agencies due to lower fuel prices, a lower unemployment rate, and Medicaid expansion. Rent and utility assistance were the greatest area of need fulfilled for our clients. Some extenuating circumstances warranted providing more than one month of assistance to households. Many clients receptive to improving their situations benefited from extensive case management, budget counseling, and help with creating plans to overcome barriers to self-sufficiency.

We continue to serve low income individuals and families with an average monthly household income of \$908. The number of working clients served increased from 31% last year to 34% this year. The majority of working clients earn part time minimum wage and cannot afford to pay for rent, utilities, food, and other essentials. The number of clients without any source of income decreased from 23% last year to 19% this year. The number of households with children increased slightly from 47% last year to 49% this year.

We did not assign any clients to the Town workfare program as they were employed at least part time and/or did not meet the Town workfare program criteria.

The Town of Derry funded the following agencies that provide valuable services to Derry residents: Community Alliance for Regional Transportation (CART) - \$30,000, Community Caregivers - \$19,000, Community Health Services (CHS) - \$35,000, Family Promise of Greater Rockingham County - \$5,000, Rockingham Community Action - \$10,000, Rockingham Nutrition and Meals on Wheels - \$11,900, Sonshine Soup Kitchen - \$1,500, Upper Room - \$39,000, and Vintage Grace - \$9,984.

Derry Human Services strives to provide superior customer service and case management to clients and the public. The Human Services Administrator attends monthly meetings to stay current on resources available in our community. Agency presentations and topics discussed included: Coordinated Entry for Homeless Services, Foster Parenting, Fuel and Electric Assistance, Social Security Disability, Substance Abuse Recognition and Treatment, and Veteran Services.

For those struggling with addiction, information and resources can be found at [www.nhtreatment.org](http://www.nhtreatment.org) and [www.drugfreenh.org](http://www.drugfreenh.org).

If you or someone you know needs direction on where to apply for services, please call 211 or visit their website at [www.211nh.org](http://www.211nh.org). "2-1-1 NH is a statewide initiative of the United Ways of New Hampshire and an easy-to-remember phone number that connects callers, at no cost, to information about critical health and human services available in their community."



For any further questions, please visit our website [www.derrynh.org](http://www.derrynh.org). Click on departments and then Human Services. Categories include: application and forms, family assistance, financial literacy, food assistance, fuel assistance, housing and shelter, legal assistance, medical assistance, mortgage assistance, resources for seniors and/or disabled, and transportation.

Our office exists to ensure that residents have their basic needs met when they cannot afford them using their own resources. Anyone can request assistance at any time due to a recent job loss, injury, or illness. We realize that it may be difficult for you to seek out help and walk through our doors. Our best advice is not to wait until your bills are several months behind. If you are struggling to get by financially, come into our office as soon as possible so that we can offer you resources and help you get back on track. We help people daily with creating household budgets that work for them. You do not have to be a client or receiving financial assistance in order to seek out help with finding community resources, with budgeting, or even filling out state and federal forms.

If you need to apply for local welfare assistance, our office is located at the Derry Municipal Center, first floor, first door on the right. After you complete a contact sheet, the Human Services Secretary will make an initial assessment of your situation. You will receive information regarding state and local agencies that you can apply for benefits with and our application along with a list of required verifications. Once you have completed the application and returned with the required verifications that apply to your household, our office will schedule an appointment time for you. At the appointment with the Human Services Administration, you will receive a determination regarding eligibility. If you do not meet the eligibility criteria, our office will provide referrals to other area relief agencies.

I would like to thank and acknowledge the Human Services Secretary, Laura Janian, for her hard work and support. Laura provides quality customer service to those seeking help by ensuring that they are heard and treated with respect.

Respectfully submitted,

*Jill Jamro*

Jill Jamro  
Human Services Administrator





## TAX COLLECTION DIVISION

The Tax Collector's Office is an integral part of the Town's Finance Department as exhibited by the many transactions processed for the Town residents, including motor vehicle registrations and the collection of revenue for property tax, water and sewer services, and general invoice billings. The office also records and deposits the revenues of all town Departments. Notary Public services are provided to Derry residents at no charge. Each spring the office begins the process of tax liening and deeding of property, as required by state law. The staff works with property owners to educate them on the consequences of falling behind in their property tax payment as well as, educating them on available tax credits and exemptions available.

Working as an agent for the State of New Hampshire Department of Safety, we strive to continually improve the services we provide, as the state increases the types of transactions we are allowed to handle locally. Most recently we have begun registering boats for both Derry residents and non-Derry residents; allowing Derry to obtain the revenues from these transactions which once were processed elsewhere.

The introduction of the credit card acceptance for all transactions at the Tax Collector's windows has provided the ability to accommodate all payment method requests and more fully satisfying the customers experience. The ATM machine located in the lobby continues to benefit those desiring to pay with cash to complete their transactions without leaving the building to secure funds. Online processing of motor vehicle registration renewals, as well as payment of tax, water and sewer services, and general invoice transactions allow the customer to use credit cards and electronic fund transfer to complete their transactions from the comfort of their homes. The ability to complete address change forms on line through the town's web page helps insure correspondence reaches taxpayers in a timely manner.

Motor Vehicle permits issued in FY16 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$5,392,294
Title Fees	16,907
Municipal Agent Fees	120,633
Boat Registrations	10,071
Transportation Improvement Fees	183,060
Waste Tire Reclamation Fees	<u>105,515</u>
Total	\$5,828,480

We continue to see improvement in the economy, as the Town experienced an increase of \$370,519 in motor vehicle permit revenue, a 7.4% increase over the prior year. The increase in revenue reflects the economic improvement with an increase in purchases of new vehicles. New vehicles have a higher MSRP which results in a higher mil rate charged. This increased number of new vehicle registrations are the reason we have a 6.9% increase in revenue over the previous



year. Municipal Agent transaction fees increased insignificantly in FY16 supports the increased number of registrations. The Town relies on Municipal Agent fees they collect to help cover the administrative costs of providing residents with the state portion of the motor vehicle registration, as well as defray the cost of mailing out courtesy renewal notices and completing online registration renewals. The utilization of the email notification for registration renewal notices has increased, allowing us to send renewal notices to more residents via email. This eco-friendly method of delivering renewal notices reduces the Town's paper and postage expense.

Property tax collection showed a decrease of 1.7% collected in 2016 as of June 30, 2016, as compared to the same period for the 2015 fiscal year. However, a portion of that decrease is attributable to the 0.37% decrease in the amount billed compared to 2015. Residents now have the option to pay property taxes with credit cards both at the tax collector's office and online through the town's web site. The additional fees for processing online payments are paid to the web site provider; it is not retained as a fee to the Town.

The past year has been a year of change in the Tax Collection office with the introduction of credit card acceptance for all transactions. Our seasoned Customer Service Clerks; Kathi Malloy, Norma Graceffa, Stacey Beliveau, Lori Holmes and Jaclyn Unkles have embraced the change with ease and enthusiasm. They work steadily greeting each customer with full attentiveness in addition to accomplishing the workload of the department in a timely manner. The office oversight is headed by me, Dawn Enwright, as the Tax Collector/ Municipal Agent and Kerrin Harrison as the Deputy Tax Collector. We look forward to serving the citizens of Derry in FY17.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2016 follows this report.

Respectfully submitted,

***Dawn K. Enwright, CTC***

Dawn K. Enwright

Tax Collector/Municipal Agent





## Tax Collector's Report

Form Due Date: **March 1 (Calendar Year), September 1 (Fiscal Year)**

### Instructions

#### Cover Page

- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

#### For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

### ENTITY'S INFORMATION ⓘ

Municipality: DERRY

County: ROCKINGHAM

Report Year: 2016

### PREPARER'S INFORMATION ⓘ

First Name

Dawn

Last Name

Enwright

Street No.

14

Street Name

Manning Street

Phone Number

(603) 432-6106

Email (optional)

dawnenwright@derrynh.org







New Hampshire  
Department of  
Revenue Administration

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Debits

Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2015	Year: 2014	Year:
Property Taxes	3110		\$5,056,426.31	(\$1.70)	
Resident Taxes	3180				
Land Use Change Taxes	3120		\$7,900.00		
Yield Taxes	3185				
Excavation Tax	3187				
Other Taxes	3189		\$392,485.72	\$63.21	
Property Tax Credit Balance			(\$156,159.25)		
Other Tax or Charges Credit Balance			(\$8,416.65)		

Taxes Committed This Year	Account	Levy for Year of this Report	Prior Levies	
			2015	
Property Taxes	3110	\$36,787,247.81	\$36,255,653.32	
Resident Taxes	3180			
Land Use Change Taxes	3120	\$80,670.00		
Yield Taxes	3185	\$12,488.25		
Excavation Tax	3187	\$100.00		
Other Taxes	3189	\$4,291,274.72	\$2,916.00	
Transfers to Tax-water, sewer, yield	3110		\$54,101.42	
Add Line				

Overpayment Refunds	Account	Levy for Year of this Report	Prior Levies	
			2015	2014
Property Taxes	3110	\$739.52	\$70,968.63	\$26,980.84
Resident Taxes	3180			
Land Use Change Taxes	3120		\$7.90	
Yield Taxes	3185			
Excavation Tax	3187			
Water and Sewer		\$66,266.47	\$249.50	
Add Line				
Interest and Penalties on Delinquent Taxes	3190	\$18,641.45	\$108,213.82	\$6.42
Interest and Penalties on Resident Taxes	3190			

<b>Total Debits</b>		\$41,257,428.22	\$41,784,346.72	\$27,048.77	
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New Hampshire  
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Revenue Administration

2016  
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**Credits**

Remitted to Treasurer	Levy for Year of this Report	2015	Prior Levies 2014	
Property Taxes	\$32,310,646.57	\$40,194,521.88	\$3,615.19	
Resident Taxes				
Land Use Change Taxes	\$65,880.00			
Yield Taxes	\$9,738.04			
Interest (Include Lien Conversion)	\$18,641.45	\$108,213.82	\$6.42	
Penalties				
Excavation Tax				
Other Taxes				
Conversion to Lien (Principal Only)		\$996,896.51		
<input type="checkbox"/> Conversion to Elderly Deferral		\$12,963.51		
<input type="checkbox"/> Water and Sewer	\$3,671,410.48	\$362,300.73	\$22.55	
<input type="button" value="Add Line"/>				
Discounts Allowed				

Abatements Made	Levy for Year of this Report	2015	Prior Levies 2014	
Property Taxes	\$7,848.25	\$77,750.20	\$23,406.31	
Resident Taxes				
Land Use Change Taxes	\$14,790.00			
Yield Taxes				
Excavation Tax				
Other Taxes	\$68,949.07	\$519.81		
<input type="checkbox"/> Trans to Prop Tax-Water, Sewer,LUCT,Excv, Yelld	\$15,154.98	\$31,775.32		
<input type="button" value="Add Line"/>				
Current Levy Deeded	\$6,762.36			







New Hampshire  
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Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	Prior Levies		
		2015	2014	
Property Taxes	\$4,601,422.86			
Resident Taxes				
Land Use Change Taxes				
Yield Taxes	\$2,405.97			
Excavation Tax				
Other Taxes	\$610,852.07	\$31.03		
Property Tax Credit Balance	(\$139,371.78)	(\$626.09)	(\$1.70)	
Other Tax or Charges Credit Balance	(\$7,702.10)			
<b>Total Credits</b>		<b>\$41,257,428.22</b>	<b>\$41,784,346.72</b>	<b>\$27,048.77</b>





New Hampshire  
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Summary of Debits

	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2014	Year: 2013	Year: 2012
Unredeemed Liens Balance - Beginning of Year		\$878,846.05	\$490,217.41	\$270,781.24
Liens Executed During Fiscal Year	\$1,093,320.35			
Interest & Costs Collected (After Lien Execution)	\$5,877.85	\$61,755.13	\$115,090.61	\$36,000.30
Total Debits		\$1,099,198.20	\$940,601.18	\$605,308.02
				\$306,781.54

Summary of Credits

	Last Year's Levy	Prior Levies		
		2014	2013	2012
Redemptions	\$173,405.33	\$415,918.26	\$377,156.04	\$78,571.41
Interest & Costs Collected (After Lien Execution) #3190	\$5,877.85	\$61,755.13	\$114,791.32	\$36,000.30
Abatements of Unredeemed Liens	\$7,298.53	\$4,867.46	\$5,246.03	\$5,180.41
Liens Deeded to Municipality	\$14,692.72	\$14,852.85	\$7,978.31	
Unredeemed Liens Balance - End of Year #1110	\$897,923.77	\$443,207.48	\$100,136.32	\$187,029.42
Total Credits		\$1,099,198.20	\$940,601.18	\$605,308.02
				\$306,781.54





New Hampshire  
Department of  
Revenue Administration

2016  
MS-61

DERIVED

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

Dawn

Enwright

9/13/16

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

*Dawn K. Enwright, CTC*  
Preparer's Signature and Title

*Tax Collector/Municipal Agent*





## **DERRY BUREAU OF EMERGENCY MANAGEMENT**

The Derry Bureau of Emergency Management (Derry BEM) leads the community effort to prepare the Town of Derry (the Town) to effectively mitigate, prepare for, respond to, and recover from any natural or human-made disaster. Emergency Management assists other town departments in developing contingency emergency plans and maintains a comprehensive all hazards Emergency Operations Plan. This is an on-going activity which involves bolstering of the Emergency Operations Plan (EOP) and developing policies and procedures to support it. The Derry BEM serves as the coordinating agency among town departments and the conduit for communication with the NH Department of Homeland Security/Emergency Management.

Derry BEM maintains an Emergency Operations Center (EOC) which can be opened any day of the week, at any given time. The EOC is equipped with back-up power, computers, state of the art communication equipment and meeting space for emergency management personnel. The EOC has the ability to monitor weather conditions, communicate with the State of New Hampshire EOC, all town departments and area amateur radio operators. The EOC is also capable of broadcasting emergency information to the public through the internet, local cable television, Low Band AM Radio Station 1610, Twitter (@DerryNHBEM) and an interactive automated telephone communication system (Code Red™). Finally, the EOC coordinates resources, monitors conditions, deliver risk communications, provide coordination among Town departments and emergency services, and coordinate emergency shelter openings as required.

During FY16 - the Town was not included in any local or national disaster declarations. In November 2015 the Town's Hazard Mitigation Plan received approval from both the Federal Emergency Management Agency (FEMA) and the New Hampshire Department of Homeland Security/ Emergency Management and was adopted by the Town Council. Also, in November of 2015, the Derry BEM hired Hubbard Consulting LLC to assist with updating our local Emergency Operations Plan (EOP). A community-wide emergency planning group was established to include our major emergency planning stakeholders. This planning group consisted of the Derry Police Department, Derry Fire Department, Derry Public Works Department, Derry Water Department, Derry Planning Department, Parkland Medical Center, Greater Derry Chamber of Commerce, Pinkerton Academy and the Derry Cooperative School District. This group met over a six-month period reviewing and updating the EOP. A final draft was completed in June of 2016 and will be presented to the Town Council. In addition to this planning effort, the Derry BEM also enhanced its operational capability through the purchase of a mobile light tower and satellite communication equipment. The mobile light tower was purchased used from a rental fleet at a substantial savings to the tax payers. The mobile light tower will be used to support field operations during both emergency and non-emergency situations. Satellite communication capability has been added to the EOC and mobile command vehicle.



In Conclusion, thousands of people across the country are affected by disasters each year. The Derry BEM strongly encourages citizens to prepare for disasters. Being prepared for a disaster can reduce anxiety/ fear and reduce the impact on you and your family. Citizens should be prepared to be self-sufficient for the first 72 hours following a disaster. Citizens can find valuable emergency preparedness information at the following website; [www.ready.gov](http://www.ready.gov).





## **Derry Fire Department**

### **Annual Report – 2016**

The Derry Fire Department is a full service fire department that provides emergency services and protection from fire, natural and manmade disasters and medical emergencies. It provides these services through four integrated and related areas within the Department – Fire, EMS, Emergency Dispatch and Emergency Management.

The Derry Fire Department provides fire protection through education, enforcement and suppression activities. We respond from four fire stations located throughout the Town and from Administrative and Code Enforcement offices located in the Municipal Center.

The Derry Fire Department strives to provide a safe, healthy and pleasant environment in which to work in. We accomplish this with a systematic approach which includes programs of preventative maintenance, replacement of outdated inefficient equipment, new technologies and quality products. This report reflects activities and changes made during FY 2016.

#### **TRAINING**

Between July 1, 2015 and June 30, 2016 members of the department participated in 5,710 hours of fire, rescue, prevention, and emergency management training. This averages 86.5 hours of training per department member and does not include the additional 36 hours of emergency medical training per department member our staff is required to complete each year. This Fire/Rescue training was delivered using a variety of techniques including on-line training, traditional classroom training, and hands on practical training. Online training was done through Kaplan Fire & EMS Training, FEMA, National Fire Academy, and United Laboratories (UL).

These training hours also include the hours that many members of the department participated in Fire/Rescue training on their own time and without pay through organizations such as the New Hampshire Fire Academy and New Hampshire Fire Officers & Instructors Association.

This year's training has been focused on fire behavior, strategy and tactics, firefighter safety and survival, combined operations and hose line deployment, recruit training, and command & control of the Mayday. Fire companies extensively used the former FisherCraft Building on Elm Street for many of these drills. During the upcoming fiscal year the training priorities are basic skill training, driver-operator training, leadership training, and cancer awareness.

During this fiscal year - the New Hampshire Fire Academy continued a grant from the Department of Homeland Security to provide twenty-four hours of training on firefighter safety survival to firefighters throughout the State. This multi-year grant covered course tuition, expenses, and backfill for members of the Derry Fire Department.



Between January and June 2016 - the Derry Fire Department hired and trained three new firefighter/paramedics and three new firefighter/EMTs. All new hires were to replace personnel lost during the 2015 and 2016 fiscal years. Each new recruit receives one week of orientation, one week of dedicated recruit training, thirty-days of field training, and then they have a year to complete all the tasks and drills that make up their recruit manual. To ensure that each recruit has a successful rookie year, they are assigned a mentor to guide and coach them. The staff at the Derry Fire Department wishes to recognize Lieutenant Ed King for his leadership, dedication and organizational commitment that he has displayed coordinating our recruit training.

Recruit training is not isolated to individuals. Firefighting and EMS is based on teamwork; when a recruit drills on skills or equipment, their entire crew drills with them. This reinforces established skills with senior firefighters while building a cohesive team with the recruit firefighter.

## **PERSONNEL**

*This year several members left the Derry Fire Department:*

- Lieutenant Dan Burgher retired after twenty-years with the Derry Fire Department to teach outdoor education at a Christian Academy.
- Lieutenant Richard Payne retired after twenty-years with the Derry Fire Department. Before joining the Department he had spent over twenty years in construction.
- Firefighter Marcus Cartier retired after a long career with both East Derry and the Derry Fire Departments to work security for the Federal Government.
- Dispatcher Heather Mitchell left after working for the fire department for sixteen years to work in private industry and to start a family.
- Part-time Secretary Milena Anzalone left after working for the fire department for five years to work as a Secretary at a Catholic School.

*Congratulations to the following members of the Derry Fire Department:*

- Lieutenant Mike LaValley was this year's VFW Firefighter of the Year. He was recognized for his leadership and commitment to both the Community and Derry Fire Department. For many years, Lt. LaValley has coordinated all the free public CPR programs, the MDA boot drives, and he is active with the Knights of Columbus.
- The New Hampshire Fire and EMS Committee of Merit awarded Lieutenant James Hoffman the Medal of Valor, third class. He was recognized for his courage and durability while rescuing two children who had fallen through the ice on Hood Pond on





November 20, 2014. Also recognized with Unit Citations by the Committee of Merit for the ice rescue were: Lieutenant Richard Payne, Paramedics Steve Auger and Alan Daviault, Firefighter Tom Porter, Derry Police Sergeant Shawn O'Donaghue, Derry Patrolmen Peter Houlis and Patrick Starkey.

- Greg Laro on his promotion from Firefighter/Paramedic to Lieutenant. Lt. Laro has been active on the Department Technical Rescue Committee, and working with the Derry Police Department to develop the Department's active shooter program.
- Jim Hoffman on his promotion from Firefighter/AEMT to Lieutenant. Lt. Hoffman has also been active on the Department Technical Rescue Committee, and working with the Derry Police Department to develop the Department's active shooter program. Also - Lt. Hoffman is a member of Massachusetts FEMA Task Force-1. MA-TF1 is the New England Urban Search and Rescue Task Force; this team has been deployed to support rescue activities around the country including September 11, 2001, Hurricane Sandy, and flooding in Fargo, North Dakota.
- Mike Stanhope on his promotion from Firefighter/AEMT to Lieutenant. Lt. Stanhope coordinates technical rescue training for the department, assists AC Jackson with fire inspections, investigations, and public education programs.
- Matt Evans on his promotion from Firefighter/Paramedic to Lieutenant. Lt. Evans is the Derry Fire Department's Safety Officer and is the Chairman of the Town-Wide Joint Loss Management Committee. His most recent focus has been cancer awareness and cancer prevention training for members of the Derry Fire Department.

*The Derry Fire Department Welcomes the Following New Members:*

- Dispatcher Jacob Pelletier. Dispatcher Pelletier grew up in Derry, graduated from Pinkerton Academy and from New England College in Henniker. Jacob and his wife live in Derry.
- Firefighter/AEMT Erik Smith. Firefighter Smith was a lateral transfer from the Dover Fire Department. Before Dover Fire, he spent five years as a Firefighter with the City of Louisville, Kentucky; he relocated to New Hampshire when his wife became a partner in a dental practice.
- Firefighter/Paramedic Greg Tufts. Paramedic Tufts spent six years with New Hampshire National Guard as a full-time active guard reservist. He served in Afghanistan where he was awarded the Combat Medic Badge.





- Firefighter/AEMT William Thalheimer. Firefighter Thalheimer was a lateral transfer from the Belmont Fire Department. He is an Eagle Scout and is still active in Scouting.
- Firefighter/Paramedic Travis Sniffen. Paramedic Sniffen has extensive EMS experience in both California and New Hampshire and recently graduated from the Paramedic Program at NHTI. Before being hired, he was paramedic intern with the Derry Fire Department.
- Firefighter/EMT Jon Hines. Firefighter Hines was a lateral transfer from the Raymond Fire Department. He is a former dirt bike racer and professional motorcycle stunt rider.
- Firefighter/Paramedic Steven Finn. Paramedic Finn was a lateral transfer from the Plymouth Fire Department. He recently graduated from the Paramedic Program at NHTI. He also works part-time as a train conductor for the Plymouth-Lincoln Hobo Scenic Railroad.

## FACILITIES

In Fiscal Year 2016 - the Derry Fire Department completed several facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation and Life Cycle.

The Central Station is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 25,936 square foot facility, of which 10,123 square feet is living area. It was built and operational since 1973. It contains living quarters for up to eight emergency response personnel that are assigned to the station for 24 hour shifts. They cover Engine 1, Medic1, Rescue 1, Tanker 1, Car1 and the rescue trailers. The apparatus floor at Central Station is 15,813 square feet of un-insulated space. It is not possible to insulate the ceiling due to the fact that the flat roof is not engineered to hold snow loads. The equipment and apparatus must be maintained at constant temperatures to maintain readiness and meet NH Bureau of EMS regulations. The call volume as well as the usual operations requires the apparatus doors to be opened and closed often. The amount of natural gas utilized continues to be greater than we would expect. While the station is not ideal - we continue to maintain a strong focus on energy conservation and are moving towards a transition to more efficient LED lighting. Central Station also includes the Emergency Communications Center which dispatches emergency calls for the Towns of Derry, Windham, Chester, Auburn, Southeastern NH Regional Hazardous Materials Team, and coordinate emergency response of the Border Area Mutual Aid District when the Statewide Mobilization Plan is initiated for large scale emergencies.

Central Station had the rubber membrane roof over the apparatus floor replaced during FY16. After experiencing several roof leaks in the apparatus bay area the roof was inspected and determined to be failing. This project consisted of the removal and replacement of the existing



rubber membrane roof and insulation panels. The metal decking was inspected and determined to be intact. Preventive maintenance, to prolong its life cycle, was also performed to the rubber membrane roof over the living quarters/dispatch area.

Hampstead Road Station is located at 74 Hampstead Road and was built in 1974 as a 3 bay call fire department station. An addition to the building was added in 1994 to increase the apparatus bay area, the size of the administrative, living quarters, and a training room totaling 7800 square feet. The station is staffed full time by 4 shifts of 3 personnel cross-staffing Truck 4, Engine 4, Medic 4, Utility 4, and Marine 4. All personnel are cross trained for fire and medical response. The station also houses a 150kw generator and a trailer for emergency management.

Hampstead Road Station had the shingled roof replaced during FY16. This project consisted of removing and disposing the old shingles and replacing them with a new lifetime asphalt shingle.

Island Pond Station is located at 190 Warner Hill Road. The station is a 4394 square foot facility which was built in 1978. The Station contains living quarters for up to four crossed trained Firefighter/Medical personal that are assigned to the station for 24 hour shifts. Daily staffing includes a three-person Advanced Life Support (ALS) Engine Company that cross staff an ALS Medic Unit (ambulance), Forestry Tanker, Forestry Unit and a Marine Unit.

Island Pond Station had all apparatus bay doors replaced during FY16. This project consisted of replacing four outdated non-energy efficient large garage doors located on the apparatus storage portion of the building. In addition, a significant sewer drain repair project was required. This project consisted of an emergent unscheduled repair of failed sewer drain pipe located below the apparatus storage area. The project required coordination of multiple vendors and assistance from Department of Public Works.

English Range Road Station is located at 1 English Range Road. The station is a 4401 square foot facility which was built in 2001. The Station is staffed full time by 4 shifts of 3 personnel cross-staffing Engine 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. Energy conservation continues to be a priority at this station. In spite of higher heating degree days and lower cold degree days, the energy consumption has remained consistent or lower. This facility also continued with LED replacements of older lighting, further decreasing electric consumption.

## **FIRE PREVENTION**

Our primary focus is to prevent fires from occurring, minimizing the impact of fires when they do occur, and then determining the origin and cause whenever possible. Not all fires are preventable (e.g. lightening, earthquakes and arson), but most are. In fact - carelessness, inattention, ignorance and lack of maintenance are human factors that cause or create the





environment for fires to occur. Lack of preparedness only exacerbates the damage. In 2013, home structure fires caused 83% of the civilian fire deaths and 78% of the civilian fire injuries.

We have much work to do; our success is dependent on our community connections and the passion of every member of the Derry Fire Department.

In FY 2016 - the Inspections Team conducted over 1500 inspections. Fire Prevention Inspections are conducted on all newly constructed buildings for certificates of occupancy, fire systems testing, and general code compliance. Administrative work for the group includes collaboration with the Building Department to ensure code compliance through plans review and code development. We also inspect various existing buildings for fire code violations throughout the year. The work of the Fire Prevention Bureau is often unable to be measured. Without a doubt, the inspection of properties and enforcement of codes reduces the number of fires, property loss and potential loss of life and serious injury. The work of the Fire Prevention Bureau is not only to save lives but also to improve the quality of life throughout the Town. This work is accomplished by investigating complaints, issuing violations and writing citations when necessary. Many staff hours were required in 2016 for the development of an updated Fire Prevention Code for the Town.

In an effort to reduce the loss of life, injury, and property loss in the Town - the Derry Fire Department is dedicated to providing education to the public as part of its mission. As the hazards presented to the public change, so will the program offerings to the public. While it is a core mission of the Derry Fire Department to respond to and mitigate incidents in the Town, it is also the Department's mission to reduce the number and severity of those incidents by proper code development and enforcement, effective and efficient response, and ongoing public education. It is through this continuous and comprehensive program of education, that the Department maintains a culture of safety in the community. This general program area of public education is vital to the success of the fire department mission.

#### **TOOLS, EQUIPMENT AND APPARATUS**

Department personnel have worked diligently to ensure timely value added purchases during FY 2016.

The Quartermaster System has continued to outfit and maintain Uniforms for all personnel. Capt. Haggart has carefully managed vendor relations and adapting to changes mandated by manufacturers.

Self-Contained Breathing Apparatus (SCBA) in-house maintenance is managed by Capt. Soucy. This system has proven to be cost effective. All SCBA units are in a constant state of readiness. Other equipment such as thermal imaging cameras and gas meters are maintained using the in-house point of contact model.



Lt. Houle continues to manage the Personnel Protective Equipment (PPE) program. This includes Structural Firefighting ensembles, brush gear, and all allied equipment. The first year of a three year capital PPE purchase program was completed in FY2016. This program ensures that all personnel are fitted with NFPA compliant PPE in a cost effective manner. All PPE was inspected and repaired or replaced as required by the Departments safety plan.

Company Officers and line Firefighters have maintained the Departments hand tools and related equipment to the highest standard. Pvt. Randall Chase has stepped forward and revitalized the Small Engine maintenance and repair program. Turn-a-round time and cost have been greatly reduced.

Lt. Rutherford performs repairs and preventative maintenance on all apparatus, ambulances, and staff vehicles in the fire department fleet. A large majority of the work is conducted in-house, while warranty and other specialty repairs are coordinated with licensed and appropriately certified vendors. All apparatus are NFPA compliant.

#### **EMERGENCY MEDICAL SERVICES AND AMBULANCE**

The Derry Fire Department is known across New England for emergency medical service excellence, its leadership, and most importantly - for its medical outcomes. For over 30 years, our EMS system has held steadfast to its core beliefs for how pre-hospital medical care should be provided. Although there are many different types of EMS systems, our fire based model has proven itself time and again maintaining the highest level of patient care. Our firefighter/EMS professionals do not spend time reveling in accolades of their accomplishments, but engage in continuous review of their performance in an effort to continuously improve the next time out the door; to be better prepared to address the emergency medical needs of the residents, businesses, and visitors of greater Derry.

The Derry Fire Department successfully completed the process of recertifying and relicensing all EMTs, Advanced EMTs, and Paramedics whose National Registry of EMTs certifications were due to expire in March, 2015. The Director of EMS provided National Continued Competency Programs, Local Option and Individual Continuing Education to on-duty personnel. Continuous EMS training is scheduled for the first full week of each month. Each Derry Fire Department EMS provider completes no less than 36 hours of National, Local and Individual Continuing Education each calendar year. During fiscal year 2016 - 2500 classroom hours of EMS education was provided. Emergency Medical Services education was provided by using a variety of techniques, including high fidelity patient simulation, on-line distributive education, Medical Director assisted training, traditional class room training, and hand's on training validating essential EMS psychomotor skills.

The Derry Fire Department continues to promote our HeartSafe Community Initiative. The Fire Department continues to offer American Heart Association CPR/AED training free of charge to residents and businesses of greater Derry on the third Wednesday of every month. To date - over





2125 residents have been trained in American Heart Association Heartsaver CPR/AED; last year we certified another 171 Heartsaver CPR/AED providers. According to the American Heart Association - only 10% of out of hospital cardiac arrest victims survive to hospital discharge. Out of hospital cardiac arrest survival rates across Derry, as a direct result of this Community Initiative have increased to nearly 30%. This HeartSafe Initiative will allow anyone from Derry the opportunity to become CPR/AED trained and certified. Victims of sudden cardiac arrest often cannot rely solely on emergency medical services; emergency service personnel cannot initiate lifesaving treatment quick enough before irreversible injury occurs. Sudden Cardiac Arrest victims have as little as 4-6 minutes before irreversible brain damage or death occurs. Saving lives takes a community of trained CPR/AED providers, public accessible AEDs, and highly trained rapidly responding EMS providers. Because of our community champions, we are well on our way to saving more lives. In addition to the monthly CPR/AED training, the Department has added opioid overdose training to our monthly trainings. Naloxone training and New Hampshire Department of Health and Human Service Naloxone opioid overdose kits are available to any resident desiring the training and a Naloxone kit. Kits are available as long as the supplies last.

As a direct result of the local and state opioid crisis - the Derry Fire Department routinely collaborates with local Public Health Partner's such as: Center for Life Management, Community Alliance for Teen Safety, Greater Derry Community Health Services, Parkland Medical Center, Professional Firefighters of Derry -Local 4392, and Hope for New Hampshire Recovery. The Derry Fire Department and our public health partners have offered three opioid overdose trainings to the general public and made available Naloxone overdose kits to any resident desiring one. The Naloxone kits were made available by the New Hampshire Department of Health and Human Services (DHHS) at no cost to attendees. To date - over 195 people have attended our trainings, and received DHHS Naloxone overdose kits. To measure the success of our opioid overdose trainings, a Naloxone overdose kit obtained at one of our trainings was administered by a parent to their unresponsive and non-breathing child with a history of substance misuse before the arrival of EMS. Upon arrival of EMS, the patient was responsive and breathing - A life was saved that day!

In the spring of 2016 - the Derry Fire Department successfully completed the reaccreditation process with the Commission on Accreditation of Ambulance Services (CAAS). The Derry Fire Department is 1 of only 10 municipal fire departments across the county to obtain this prestigious designation. A 2400-page application was submitted and a successful two-day site visit by a CAAS physician and paramedic was accomplished. The CAAS process includes a comprehensive self-assessment and an independent external review of the entire organization.

Accreditation signifies that the Derry Fire Department has met the "gold standard" as determined by the ambulance industry to be essential in a modern emergency medical services provider. These standards often exceed those established by state or local regulation. The CAAS standards are designed to help increase operational efficiency and decrease risk and liability across the





entire spectrum of the organization. Accreditation assures Derry residents that the EMS patient care services have met the Commission's high standard for quality patient care and that the Derry Fire EMS providers stand ready to care for their families in their time of need.

The professional men and women of Derry Fire Department are tasked with an incredible responsibility; responding to the emergency medical needs of areas residents, businesses and visitors. We assume this responsibility by upholding standards of professional practice, conduct and education. We pledge to maintain professional competence, striving always for clinical excellence in the delivery of patient care. We are proud to have the opportunity to serve our community and look forward to another year of dedicated and committed service.

#### **COMMUNICATIONS CENTER/FIRE ALARM/INFORMATION TECHNOLOGY**

The Derry Fire Department Communications Center is responsible for dispatching fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally - Derry Fire Alarm provides dispatching, record keeping and support for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and is the Coordination Center for the Southern Tier of the NH Statewide Fire Mobilization plan. Fire Communications Personnel dispatched a total of 7,513 calls for service during fiscal year 2016. This is an increase of 3% over fiscal year 2015. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

During FY16 - the Communications Bureau worked to execute phase 1 of a radio replacement program as part of our Department-wide capital improvement plan. Our existing portable and mobile radios are 10-15 years old, and are becoming increasingly difficult and expensive to maintain. We worked with Fire Officers, Line Personnel, and Dispatchers to evaluate and test several different radio models. It was our desire to be as cost efficient as possible, while at the same time, providing our personnel with the equipment to allow them to communicate effectively in multiple environments. Ultimately - we purchased Motorola APX portable and mobile radios. This was year 1 of a 5 year implementation plan.

The Bureau launched a significant Continuous Quality Assurance/Quality Improvement program (QA/QI) in FY16. Over the course of several months, department policies and procedures were reviewed and updated as needed. We then reviewed existing QA/QI programs from other successful agencies, and wrote a plan that not only would be beneficial to the Derry Fire Communications Center, but also met APCO/NENA nationally recognized standards for the establishment of a Quality Assurance/Quality Improvement Plan. While the program had only been in place the last three months of the fiscal year; we were excited to see our averages increase each month, and be well above the national and self-imposed standards - ending the year with 94% compliance to the applicable standards, policies, and procedures.

The Bureau continues to conduct several training initiatives. Each month - Dispatchers participate in several in-service training programs to maintain their skills and proficiency in



different areas of responsibility. Further, Dispatchers participate in bi-monthly training meetings where they are required to present training to the other Dispatchers in an educational, didactic, or hands on format. These training initiatives are not only important to the success of the individual dispatchers, but are proven and validated by the successful QA/QI program and its results.

The Bureau launched an @DerryFireAlarm Twitter account to better communicate non-emergency information to the public and citizens we serve.

The Derry Fire Communications Center has the only Association of Public Safety Communications Officials designated "Registered Public Safety Leader" in the State of NH, and we are one of three Communications Centers to have obtained APCO Project-33 accreditation of our training program. We are now the only Communications Center in NH to maintain an ongoing Quality Assurance/Quality Improvement program that is modeled after, and meets or exceeds national recognized QA/QI standards.

The Derry Fire Department is fortunate to have such a dedicated, talented, and well trained staff. We look forward to fiscal year 2017 and beyond.





**Derry Fire Department**  
**Fiscal Year 2016 Statistics**

<b>Fire and Rescue Responses by Type</b>	
Building Fire	21
Vehicle/Heavy Equipment Fire	7
Brush	60
Fires - Other	37
Alarm Activation - No Fire	403
Hazardous Condition	101
Good Intent	345
Service Call	709
Emergency Medical Services	3039
<b>Total Responses</b>	<b>4722</b>

<b>Contracted Ambulance</b>	<b>Responses</b>
EMS Calls for Auburn	284
EMS Calls for Chester	205

<b>Simultaneous Incidents</b>	<b>Occurrences</b>	<b>Total</b>	<b>Simultaneous Incidents</b>
Single Call	2101	2101	N/A
Two Calls Simultaneously	541	1082	1082
Three Calls Simultaneously	230	690	690
Four Calls Simultaneously	78	312	312
Five or More Calls Simultaneously	84	537	537
<b>Totals</b>		<b>4722</b>	<b>2621</b>
			<b>56%</b>

<b>Calls by Day of the Week</b>	
Monday	686
Tuesday	673
Wednesday	702
Thursday	684
Friday	687
Saturday	685
Sunday	605
<b>Total</b>	<b>4722</b>



<b>Mutual/Automatic Aid Given</b>	<b>Incidents</b>
Auburn- Mutual Aid	11
Atkinson	1
Bedford	1
Candia	1
Chester- Mutual Aid	2
Hampstead	16
Hooksett	5
Hudson	2
Keene	2
Londonderry	114
Manchester	12
Nashua	0
Pelham	7
Raymond	2
Salem	18
Sandown	4
Windham	27
<b>Total</b>	<b>225</b>

<b>Mutual/Automatic Aid Received</b>	<b>Incidents</b>
Action	1
Auburn	16
Atkinson	2
Candia	2
Chester	15
Hampstead	10
Hooksett	3
Hudson	4
Litchfield	2
Londonderry	61
Manchester	3
Nashua	1
Raymond	3
Salem	12
Sandown	5
Windham	26
<b>Total</b>	<b>166</b>



<b>Emergency Calls Dispatched</b>	
Derry	4722
Auburn	590
Chester	423
Hampstead Radio Box	2
Windham	1755
Hazmat Team Requests	21
<b>Total</b>	<b>7513</b>

<b>Community Risk Reduction - Public Education</b>		
	<b>Occurrences</b>	<b>Attendees</b>
Educational Facilities	12	439
Fire Station Tours	7	128
Public Safety Programs	4	210
Fire Extinguisher Training	8	336
Fire Station Open House	1	300
<b>Totals</b>	<b>32</b>	<b>1413</b>

<b>Fire Prevention Inspections</b>	<b>Occurrences</b>
Certificate of Occupancy	37
Existing Occupancy	170
Educational Facility	37
Places of Assembly	102
Daycare Facilities	7
Gas Piping - Residential	269
Gas Piping - Commercial	35
Oil Burner	100
Gas Burner	228
Wood Stove/Fire Place	11
Total Inspections	996





<b>Permits Issued - Plans Review</b>	<b>Occurrences</b>
Outside Burning Permits	2016
Assembly Permits	77
Blasting Permits	1
Gas Piping Permits	304
Gas Burner Permits	239
Oil Burner Permits	102
Building Plans Reviewed	90
Total Permits and Plans Reviewed	2829



## DERRY POLICE DEPARTMENT

Over the past year, the Police Department has struggled to maintain its authorized number of personnel. With the retirements of Lt. John Cooney, Lt. Frank Stoncius, Detective Dana Park and Detective Ken Richard coupled with the resignation of Officer Ryan Hickey who joined the NH State Police and Officer Mark Johnson who left law enforcement, our complement of officers dropped significantly. Adding those vacancies to those created during the previous year when budget discussions threatened some of our younger officers created a very lean workforce.

Since December of 2015, the Police Department has hired Officer Cody Johnson, who completed the NH Police Academy in April, as well as Officers Ryan Panaro, Nathan Lavoie and Charles Doherty III, who completed the NH Police Academy this past August. Officers Scott Beegan and David Gagnon were hired in August and will attend the NH Police Academy this fall. Beyond those hires, in order to get to full strength, the agency still needs to recruit and hire for six police officer vacancies as we move into the new fiscal year.

During calendar year 2015, we received 22,042 requests for police service. This number represents a decrease from 25,207 the previous year. The total number of crimes reported decreased from 3,439 crime reports to 3,223. When viewed in the proper context, the decrease in total requests for service and crime reports is easily explained. Due to the staffing shortages we have experienced, we have significantly less officers patrolling the community than I would like. The officers that are on patrol spend more time taking crime reports and investigating those crimes and therefore have less available time to spend on self-initiated activities such as traffic enforcement and directed patrols, which are typical crime prevention strategies that often lead to additional crime reports and arrests. As an example, we have not had the ability to staff our bike patrol program since 2014.

This past fiscal year we have not been able to progress as much as we would have liked on our policy review and update/accreditation project due to reassignment of staff to patrol duties from administrative functions. Hopefully as we move through the next fiscal year and our staffing levels improve, we will be able to dedicate staff to that very important project.

We applied for and were awarded NH Highway Safety grants in the amount of approximately \$45,000.00. The grant was intended to reimburse officers' overtime while conducting DWI patrols, Pedestrian Safety patrols, and Speeding/Red Light/Seatbelt Patrols. Once the awards were granted we discovered that our limited staffing precluded us from conducting many of these patrols. Officers are working mandatory overtime to cover vacant patrol shifts in order to properly protect the town. The impact of not conducting the enforcement patrols will likely be felt in the form of increased calls for radar patrols and the possibility that NH Highway Safety Agency may be less willing to fund them for us in the future.

The retirement of officers impacted our Detective Bureau where we lost our most senior Juvenile Investigator as well as a senior detective who investigated juvenile crime as well as served on the SOU Team. The loss of these experienced and well trained officers is quite significant.

"Fraudulent returns" continued during the year. Walmart reported many of these as perpetrators find discarded register receipts then take them into the store, locate the items on the receipt and then bring the receipt and item to the service desk and ask for a "refund". The advanced technology used by the retailer has resulted in our ability to arrest and prosecute many violators, some of whom are arrested





well after the crime was committed. Nearly all of these crimes appear to be related to the current drug crisis in our town.

We saw a recurrence of the drug “Butane Honey Oil” during the year. This drug can be smoked and is similar to THC. The drugs causing us the greatest concern are the opiate based drugs that are the cause of most of our drug overdoses and deaths in Derry as well elsewhere in the state. In FY 15 we responded to and investigated 120 drug overdoses; 16 of those resulted in fatalities. Though there was a slight decrease to 117 drug overdose calls in Derry in FY 16, 19 of those resulted in fatalities. Despite ongoing federal, state and local efforts, the incidence of deaths resulting from overdoses has risen to 1 out of every six overdose calls we respond to.

We conducted multiple mandatory trainings during the year to conform to the State requirements for certifying our officers to carry and dispense the opiate antagonist, Naloxone, commonly called NARCAN.

Longtime Animal Control Officer Marlene Bishop retired and was replaced by former assistant ACO Robin Bordonaro. Robin is a long time employee of the town having served as the assistant animal control officer for many years and most recently as a receptionist at the Police Department. Robin was able to hit the ground running in her new position. We are fortunate to have found someone within our ranks with her skill set to continue offering a high level of service.

There were numerous animal issues throughout the year. Sick/rabid foxes were spotted in the fall of 2015 and also during the spring of 2016. A rabid fox attacked a child at O’Hara Field on South Avenue. She was saved from serious injury when her father produced a lawful firearm and shot the animal.

There were bobcat sightings and black bear sightings in the rural areas of town. There were no threats to anyone during these sightings, but residents were concerned as neither of these animals is common to this area.

The Animal Control Officer intervened in two significant animal cruelty cases during the year. In one case, a Lane Road resident was evicted after a foreclosure proceeding. She left a horse, chickens and ducks behind as she had nowhere to bring them. We successfully relocated them through the New Hampshire SPCA. In the second instance, a woman on McKinley Avenue was no longer able to care for her animals and they became neglected. The SPCA again assisted in the removal and fostering of these animals that were malnourished. We removed chickens, a horse and three dogs from the property. A cruelty case is pending in the Derry Circuit Court related to this incident.

As always, the men and women of the Derry Police Department remain committed to providing the highest level of service to the citizens of the community with the resources available to us. Given the fiscal realities of the day, and the staffing difficulties we face, the department will work to provide basic and core services to the community. However, programs that have been a staple in the community have been curtailed. We look forward to having officers once again assigned to the middle schools, staffing Bike Patrols and Community Relations assignments in the future.

Respectfully submitted,

*Edward B. Garone*

Edward B. Garone  
Chief of Police



**Derry Police Department  
Offenses Reported  
2005-2015**

<b>Group A Offenses Reported</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Arson	33	32	17	26	21	24	27	19	14	15	8
Assaults	823	731	771	761	823	889	1012	936	825	885	777
Burglary	163	150	164	143	154	209	218	190	139	109	109
Drugs	170	161	154	128	142	133	137	180	183	302	334
Forgery	29	32	26	21	42	45	56	63	55	56	30
Fraud	158	173	173	160	155	156	183	191	186	264	179
Homicide	0	0	1	0	1	0	1	0	0	0	0
Kidnapping	19	13	5	9	12	3	13	5	12	6	6
Robbery	12	14	22	10	11	19	12	5	5	8	10
Sex Assaults	74	56	55	49	43	47	60	57	55	57	51
Stolen Property	39	34	26	51	44	94	69	103	60	70	60
Theft	591	574	541	620	635	676	725	714	616	630	556
Vandalism	662	583	519	496	537	497	470	365	326	331	230
Vehicle Theft	54	64	60	63	61	51	41	40	34	21	39
Weapons Violations	12	15	12	7	10	11	9	12	10	4	7
<b>Sub Total</b>	<b>2839</b>	<b>2632</b>	<b>2546</b>	<b>2544</b>	<b>2691</b>	<b>2854</b>	<b>3033</b>	<b>2880</b>	<b>2520</b>	<b>2758</b>	<b>2396</b>
<b>Group B Offenses Reported</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
All Other Offenses	683	627	630	657	660	621	603	642	536	583	512
Bad Checks	19	14	17	13	13	8	8	12	21	23	22
Disorderly Conduct	26	40	26	26	26	20	20	29	43	33	33
DWI	132	118	117	100	93	66	91	108	114	120	96
Family Offenses	26	10	27	27	30	32	15	29	30	36	32
Intoxication	178	107	80	89	86	113	112	69	52	60	57
Liquor Law Violations	194	161	128	125	108	55	80	59	44	48	33
Runaways	44	44	69	102	63	72	80	55	34	12	10
Trespassing	52	55	58	60	28	61	62	48	45	56	32
<b>Sub Total</b>	<b>1354</b>	<b>1176</b>	<b>1152</b>	<b>1199</b>	<b>1107</b>	<b>1048</b>	<b>1071</b>	<b>1051</b>	<b>919</b>	<b>971</b>	<b>827</b>
<b>Total Group A and B Offenses</b>	<b>4193</b>	<b>3808</b>	<b>3698</b>	<b>3743</b>	<b>3798</b>	<b>3902</b>	<b>4104</b>	<b>3931</b>	<b>3439</b>	<b>3729</b>	<b>3223</b>





**Derry Police Department  
Other Activity Totals  
2005-2015**

<b>Activity</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Incidents Logged	27214	24395	22411	22163	23438	26273	27365	26264	26490	25207	22042
Arrests & Summonses	1887	1535	1397	1302	1339	1311	1286	1411	1374	1409	1072

<b>Traffic</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
MV Accidents	857	730	846	763	723	708	686	707	741	804	870
Total MV Stops	9586	7621	6260	5942	6703	7253	7828	7251	7635	6104	4170
Summonses	1262	1189	885	744	831	1186	1054	962	1056	904	505
Warnings	8324	6226	5220	4974	5491	5786	6489	6119	6445	5118	3648
Parking Tickets	1090	804	698	427	342	495	814	836	873	778	392





## PUBLIC WORKS DEPARTMENT

The Public Works Department provides a wide range of services to the residents we serve. The Department is tasked with providing vital community services such as maintaining the roads during winter, processing solid waste, delivering safe drinking water, treating wastewater, parks and recreation management, engineering and code enforcement. The employees of the Public Works Department are a skilled and professional group who stand ready to provide these services on a daily basis.

The highlights of the Department's ten (10) divisions are noted below:

### ENGINEERING

The Engineering Division provides technical support to a number of DPW divisions. The division reviews and inspects subdivision/site plans, and designs sewer and water system improvements.

The Engineering Division monitored construction progress at a number of subdivision lots and site plans approved by the Planning Board. There was an uptick in multi-family construction and frontage lot subdivisions in FY 2016.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings.

Several roads were reclaimed and/or overlaid through the pavement management program. The Town has benefited from lower petroleum prices, which has led to the lowest pavement price in the last ten years. This year's major project was coordinating mill and overlay of Chester Road from the rotary to Pond Road. This work was completed in April 2016.

Division staff also prepared a bid for water main and service improvements at various locations throughout the community.

### TRANSFER STATION DIVISION

The Town of Derry offers a full service drop-off center for trash and a number of recyclable commodities. Transfer Station staff markets these materials for revenues to offset the tax rate. In addition, fees are charged for several items such as construction and demolition debris, refrigerators, mattresses and computer monitors. Commodity prices for scrap metal, newspaper and cardboard have been weaker than in past years.

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA. The Town has a contract for trash disposal services which expires December 31, 2016. Derry currently pays \$63.48 per ton for disposal. The Town disposed of 9335 tons of trash in FY 2016.

Derry's new Transfer Station opened to the public on January 5, 2016. The 20,000 sf facility was completed on time and on budget. The new Transfer Station offers enhanced recycling opportunities. The new access road and parking configuration were designed for customer convenience and reduced wait times.



## CODE ENFORCEMENT

In FY2016, several large projects that had received site plan approval the previous year reached the construction phase and obtained permits. As a result, it was a very busy year for the Division. Compared to last year, the number of permits issued for new homes more than doubled, revenue from commercial building permits more than tripled and over 500 total additional permits were issued. Revenue for this year was more than double the previous year. It is expected that this active trend will continue.

The Code Enforcement Division is responsible for plan review and inspection of all types of construction. The Division also handles zoning administration, code compliance and response to residents' complaints and concerns. We also handle property maintenance issues and are members of the Property Maintenance Committee which meets each month to discuss strategies to deal with blighted properties. These aspects of Code Enforcement consume a large portion of the Division's time and resources as they require inspections, notification, re-inspections, and in some cases court action.

### OFFICE OF THE BUILDING INSPECTOR Town of Derry, 14 Manning St PERMITS

Date from 7/01/2015 to 6/30/2016				
TYPE OF PERMIT	NUMBER ISSUED	CONSTRUCTION COSTS	PERMIT FEES	REINSPECTION FEES
Commercial	70	12,448,799.00	149,698.32	
Demolition	28	159,200.00	1,250.00	
Electrical	548	4,655,362.43	26,183.00	35.00
Failed & New Septic Systems	84		4,200.00	
Industrial				
Masonry/Chimneys	5	0.00	175.00	
New Residential	49	7,919,013.40	89,151.70	
Other				
Plumbing	174	1,427,487.00	6,943.00	
Residential Additions & Renovations	434	8,251,437.47	57,554.96	
Signs	41		2,580.95	
Utility Shed				
Wells	35		1,295.00	
<b>TOTALS</b>	1463	34,861,299.30	339,031.93	35.00
Total fees for month of \$ 339,031.93				

## VEHICLE MAINTENANCE DIVISION

The Vehicle Maintenance division is responsible for management of the DPW vehicle fleet. The division works proactively to perform preventative maintenance on the fleet in an effort to lengthen the useable service life of each vehicle. There is a full service garage where oil changes, safety inspections, and heavy equipment repair are completed.





Division personnel assisted with creating specifications for procurement of replacement equipment and vehicles approved in the FY 2016 budget. Major capital purchases included a pickup truck with utility body (Parks), pickup truck (Water) and yard mule (Transfer Station). The capital improvements serve to keep the fleet in good working order by replacing older equipment while minimizing down time due to excessive mechanical failures.

## CEMETERY DIVISION

The Forest Hill Cemetery remains very well groomed and beautiful as ever. Many residents take advantage of its park like setting as a nice place to walk. Residents are reminded to please leave their dogs at home while walking in the cemetery as dogs are prohibited from the cemetery with the exception of service dogs.

The mild winter and early spring allowed personnel in the cemetery to get an early start on spring cleanup and the cemetery was in pristine condition by the time Memorial Day arrived. The drought conditions this summer resulted in slow growth of grass in the cemetery. Cemetery employees were assigned to cut vegetation along bike paths, sidewalks, and local roadways when mowing was not necessary in the cemetery.

There were a total of 64 burials over the past year at Forest Hill Cemetery.

Plot owners are reminded to please follow the regulations for the Forest Hill Cemetery regarding the installation of planters, shrubs, and other items in the cemetery. Any questions can be directed to the Public Works Department at 432-6144.

## BUILDINGS & GROUNDS DIVISION

The Building and Grounds Division continued to provide excellent service to the facilities it maintains throughout town. In addition to providing regular custodial and maintenance at the Municipal Center, Veteran's Hall, Adams Memorial Building, and the Police Station, the division also assists with some repairs at other municipal facilities.

The fire alarm system at Veteran's Hall was replaced this past year as well as repointing the west wall of the building.

The Division worked closely with the Tax Collector's office to secure tax deeded properties. This included changing locks, posting properties, and cleaning up debris prior to sales of properties. The preparation of the bid documents and administering the contract for the demolition of 19 Elm Street was also coordinated through this office.

The Division also assisted the Fire Department with developing a bid document to replace the rubber roof at the Central Fire Station and a replacement asphalt shingle roof at the Hampstead Road Station.

## HIGHWAY DIVISION

The Highway Division had a reprieve from severe winter weather this past year. Snow accumulations were very low and employees were able to complete other projects throughout the winter. Highway Division employees were given the task of emptying the contents of 19 Elm Street prior to demolition. Approximately seventy-five



tons of material was removed from inside the building. Over ten tons of that material was metal which was recycled. Road crews stayed busy cutting roadside brush and trees along several roads as well.

Drainage was installed by in-house forces on Hilda Avenue and Mark Avenue in preparation for paving these roads. These two roads were the last of the gravel roads in the Rainbow Lake subdivision to be paved. The entire network of roads in the Rainbow Lake subdivision is now paved reducing routine maintenance to that area and facilitating more effective snow and ice removal.

Multiple roads were reclaimed, milled, and resurfaced in the past year continuing the proactive approach to pavement management. Streets upgraded last year included: Chester Rd, Drew Rd, Floyd Rd, Lane Rd, Lawrence Rd, Alice Rd, Gena Ave, Greta Ave, Hilda Ave, Julian Rd, Karen Ave, Mark Ave, Beckford Rd, Emerson Drive, Londonderry Ln, Nelson Farm Rd, and Newhouse Rd as well as portions of Warner Hill Rd & Scobie Pond Rd.

## PARKS & RECREATION DIVISION

During fiscal year 2016, the Parks & Recreation Division remained committed to providing quality programs, activities, and services for the greater Derry community. Patronage at park locations continued to remain strong and consistent as residents continued to frequent and make use of our facilities. Programming continued to target key demographics within our community, with a keen focus upon youth, senior citizens, and the special needs populace.

The Division continued to work with various non-profit and civic organizations in order to offer additional programming and subsequent outings. Partnerships with Marion Gerrish Community Center, Parkland Medical Center, and Birch Heights continue to prove beneficial in meeting the evolving needs of the senior citizens within our community. The Division has seen a steady increase in senior citizens participating in structured programming and inquiring about existing and/or requesting new services. The Division, in addition to its established regiment of programming, successfully added two new cardio classes and a Tai Ji Quan program. The Marion Gerrish Community Center continues to expand its services for seniors by adding new cards & games groups, as well as supporting other related local hobby / special interest social groups. FY 2016 also saw a significant surge in attendance during the Summer Concert Series at MacGregor Park. The long standing series was restructured from a bi-weekly to a weekly format and, in doing so, subsequently extended the season; hence, yielding positive results and feedback.

The Division continued to maintain and improve the various park areas, playgrounds, and ball fields throughout the Town. The focus has truly been on cyclical facility maintenance, small improvements, and servicing the numerous ball fields for the various athletic leagues and organizations. Through the capital improvement plan, much needed equipment has been replaced and upgraded; hence, making operations more efficient. The Parks Division has remained committed to adhering to a solid turf management program, which entails a great deal of time managing the irrigation systems, the fertilization schedule, aeration when required, dragging and edging infields, and following a rigorous mowing, trimming, and line striping schedule. This, combined with the ongoing support from our established athletic leagues, continued to produce exceptionally well maintained facilities and quality programming for all of our residents.

Additional highlights and completed projects completed within the Parks Division included fence work and structural repairs to amenities at both Veterans and O'Hara fields, remodeling of the concession stand at Gallien's Town Beach, and the conversion of Smith field from a traditional 60' baseball diamond to a 50/70





diamond to accommodate Derry Little League's new Intermediate Program. At the conclusion of FY 16, preliminary work had begun on a reclamation project at O'Hara Field in order to regrade the outfield, reconfigure the infield and pitching mound, and plant new grass/turf in affected areas. This large project, which is being completed in-house by Division employees, is expected to continue through the first part of FY 17 and will be monitored thereafter until the official re-opening in the spring of 2017.

## WATER DIVISION

During the period of July 1, 2015 to June 30, 2016, Derry saw an overall increase in water demand of 3.5%. This translated into a 1.6% increase in gross sales. Derry purchased an average of 1.56 million gallons per day (MGD) of water from Manchester Water Works. This is a 7.6% increase from the 1.45 MGD purchased in FY2015. This demand remains well below Derry's maximum allocated water capacity of 2.9 MGD, leaving significant water supply available for Derry's future growth. .

### FY2016 MUNICIPAL WATER STATISTICS (units in gallons):

WATER SYSTEM	NO. of SERVICES	PURCHASED WATER/ WELL PRODUCTION		WATER SALES		UNBILLED WATER	
		FY15	FY16	FY15	FY16	FY15	FY16
Autumn Woods	29	2,839,587	2,967,225	2,725,862	2,733,379	4.0%	7.9%
Rand Shepard Hill	60	6,101,361	5,877,800	5,792,512	5,590,223	5.0%	4.9%
Willow Bend	23	2,080,038	2,012,479	1,854,771	1,988,244	10.8%	1.2%
Woodlands	60	3,374,152***	3,825,341	3,598,426	3,731,540	***	2.4%
Derry Core System	3,922	535,568,000	569,377,600	488,774,454	496,545,854	8.7%	12.8%

\*\*\* Woodlands CWS Meter temporarily out of service

On June 16, 2016 Manchester Water Works approved another annual increase to Derry's wholesale water rates by 3.0% from \$1.056 to \$1.088 per 100 cubic feet. Despite these increases, Derry's retail water rates remained the same at \$23.03 per quarter per living unit as the minimum base charge and \$2.50 per 100 cubic feet (748 gallons) as the consumption rate.

In FY2016 the Town completed construction of the Rockingham Road water booster station which completed the Route 28 Water Improvements Project. On April 5th, however, the Council approved a joint project with the NH Department of Environmental Services for another 8,000 foot extension of the Derry municipal water system to continue along Route 28 from of Berry Road to the Ryan's Hill area of Rte. 28 and branching onto portions of Frost, Lawrence, Blunt and Stark Roads. This \$2.93 Million project, of which NHDES will fund \$2.5 Million, will provide municipal water to properties whose private wells were found to be contaminated with the gasoline ingredient, MtBE. Other area properties will also have access to the new water lines.

In the fall of 2015, during routine water testing at the Woodlands Community Water system, high levels of lead were detected. While it is believed that the source of the lead was isolated to one specific property, the Town intends to replace the Woodlands well water supply with the public water through an interconnection with the new Route 28 water line extension.





In April the Water Department approved a contract to replace 900 feet of undersized water lines on Crystal Ave. with new 12 inch main and 615 feet with new 8 inch on Lawrence Street. 390 feet of new 2 inch HDPE pipe was installed at Salt Marsh Ave.

Annual maintenance activities included flushing of the distribution system, service and gate valve maintenance, hydrant inspections, cross connection control inspections and booster station repairs. In FY16 the Water and Sewer Department implemented a new Asset Management program to better inventory, map track and assess the water division infrastructure and its condition. The program has been very successful in identifying areas to focus limited maintenance funds.

At the closing of FY2016, the Derry's Water Systems are in compliance with all EPA primary drinking water quality standards. Copies of the Town's annual Water Quality reports are available to all our customers on the Town's website and at the Department of Public Works. Customers may also request a copy at any time to be mailed to them by calling the DPW.

## WASTEWATER DIVISION

The Derry Wastewater Treatment Plant accepted an average of 1.37 million gallons per day (MGD). This included an average of 103,000 gallons per day from the Town of Londonderry. Derry's treatment capacity remains at 3.0 MGD with the third lagoon remaining out of service. The intention is to return this lagoon to service when additional capacity is needed which will then increase our capacity to 4.0 MGD.

The average annual wastewater discharge flows from the Derry Wastewater Treatment Plant to the Merrimack River in FY2016 averaged 1.47 MGD; a 6.3% decrease from FY2015. Billable sewer usage also decreased 1.5% in FY2016 to 350.3 million gallons while we added 16 new connections. Municipal sewer rates were unchanged in FY2016. Minimum sewer base charges are \$35.66 per quarter per living unit and usage rates are \$2.98 per 100 cubic feet (748 gallons) of usage.

	FY2014	FY2015	FY2016	CHANGE FY15 to FY16
Average Sewer Influent	1.4 MGD	1.51 MGD	1.37 MGD	-9.3%
Total Sewer Influent	570.3 MG	552.9 MG	501.4 MG	-9.3%
Average Sewer Effluent	1.45 MGD	1.58 MGD	1.47 MGD	-6.3%
Total Sewer Effluent	588.5 MG	576.5 MG	536.5 MG	-6.9%
Number of Sewer Connections	3,096	3,100	3,116	+ 16
Billed Sewer Usage	351.0 MG	355.5 MG	350.3 MG	-1.5%

MGD = Million Gallons per day  
MG = Million Gallons

In FY2016 the Town has been working with the NH Department of Transportation to relocate a portion of Derry's sewer effluent pipeline in the area of Pillsbury Road in Londonderry. This relocation is necessary to avoid conflicts with other utilities and to extend the pipe sleeve when Interstate 93 is widened over the next 2 years. The design is completed and this work is expected to begin in the spring of 2017.



Maintenance activities included cleaning 1/3 of the sewer collection system mains, manhole inspections and repairs, and pump station and Wastewater Treatment Plant repairs, and inspection and repairs of sewer cleanouts and air releases. Sewer pipeline video inspections also continue to be a critical part of the Town's ongoing maintenance. Pipeline rehabilitation was performed along Kingsbury Street where approximately 468 feet of 8 inch sewer pipeline was relined. Another 154 feet of 8 inch pipe was relined on Fenway Street. A detailed report of the division's maintenance work is reported annually to the NH Department of Environmental Services and is available at the DPW offices.

The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements. The Town has reapplied for its NPDES permit with EPA. We are awaiting their response.

Respectfully,

*Michael A. Fowler, P.E.*

Michael A. Fowler, P.E.

Director of Public Works





## PUBLIC HEALTH

The Derry Health Department (DHD) provides local public health services including: inspections of food service establishments, daycares, and foster care homes; administration of the mosquito control program; addressing residential complaints; and responding to questions regarding community health. Local public health services are managed by a part-time Health Officer and a part-time Program Assistant, and are funded by fees and tax revenue. The Derry Town Council reviews and develops the local public health ordinance.

### **Food Service Inspections**

The Town of Derry has approximately 172 Food Service Establishments, each of which requires a minimum of two inspections annually. The Derry Health Officer is responsible for these inspections as well as enforcing the NH Chapter He-P 2300 Sanitary Production and Distribution of Food, and the U.S. Public Health Service FDA Food Code 2009.

During Fiscal Year 2016, the Derry Health Officer:

- Completed all required inspections of Food Service Establishments.
- Responded to Food Service Establishment complaints.
- Completed certification for the Core Public Health Concepts Training Series sponsored by the Manchester Health Department and NH DHHS, Division of Public Health Services.

Sections included:

- \*Core Public Health Concepts
- \*Principles of Epidemiology
- \*Applied Communicable Disease Investigation, Control, and Microbiology
- \*Principles of Environmental Health Practice
- \*Local Public Health Emergency Preparedness and Response
- Attended quarterly self-inspecting town meetings held by NH DHHS, Division of Public Health Services-Food Protection Section.

### **Resident Health Complaints**

The Derry Health Officer coordinates inspections with the Derry Code Enforcement Director, as well as the Derry Fire Inspector.

During Fiscal Year 2016, the Derry Health Officer:

- Responded to complaints regarding air and water quality, lack of heat and hot water, rodent and insect infestations, mold issues, trash and squalor conditions, and other health related concerns.
- Attended the New Hampshire Healthy Homes Conference: 10/15
- Attended the New Hampshire Health Officers Association Workshops: Fall 2015 & Spring 2016

### **Day Care and Foster Care Inspections**

The Derry Health Officer, as required by the State of New Hampshire, conducts inspections of licensed day care facilities and foster care homes, each approximately once every three years. However, an inspection and possible follow-up inspections are required if a complaint is filed against one of these types of facilities.



**Mosquito Surveillance and Control Program**

The Derry Town Council annually budgets for activities conducted under the Town's Mosquito Control Program, including larviciding, trapping/testing mosquitoes for infectious diseases, and adulticiding (if necessary). This year, a new trapping system has been employed to monitor the town for the presence of Zika mosquitoes. Mosquito spraying is conducted in coordination with the Derry Cooperative School District, Pinkerton Academy, Derry Parks & Recreation, as well as local churches and beekeepers.

Respectfully submitted,

Courtney Bogaert  
Health Officer



## TOWN CLERK

This past year, there have been many changes in the Town Clerk's office. The most notable being long-time clerk Denise Neale decided not to seek re-election after 10 years on the job. While she is no longer the clerk, she has been very helpful in the transition and gladly offers her assistance whenever needed. She is truly an asset to the clerk's office and the Town of Derry. I would like to personally thank her for all that she has done.

Dog renewals are due every year by April 30<sup>th</sup>, please remember to license your dog by this date to avoid paying fees and fine. The dog population in Derry has continued to rise as the current population is now 5,775. Robin Bordonaro, our Animal Control Officer has been a great help in contacting dog owners with late fees and having them license their dogs. We would like to thank the Police Department for their continued support in allowing Robin to work with us to enforce this law.

Being the HUB for questions and directions to anyone who enters or contacts the Municipal Center, the Town Clerk's office is always very busy. This past year we hired Janet Sperberg as a part-time window clerk and that allows us to expedite requests and to remain open during lunch hours.

Last October, there was a Special Election held. We had 6,079 voters which represented 28.35% of those registered. The Town Election this year showed a turnout of 2,492 or 11.62% of registered voters. While this turnout is low, it is an increase from the previous year where we only had 1,209 voters. Jim Morgan was elected Councilor at Large, Charles (Charlie) Foote was elected District #2 Councilor, Brian Chirichiello was elected District #4 Councilor, and Mary Till was elected as Town Moderator. It is just as important to vote in your Town's election as it is to vote in State and Presidential elections.

For every election we have absentee ballots for anyone that cannot make it the polls on the day of the election. The absentee ballots are readily available and easy to obtain from the clerk.

In closing I want to thank Sheila Bodenrader for the support to our office with her role as Clerk Designee to the Derry Town Council and a special thanks to Ruth Robinson, Deputy Town Clerk for keeping the office running smoothly during my first year as Town Clerk.

Respectfully Submitted,

Daniel R. Healey  
Derry Town Clerk





# **Town Clerk's Revenue Report**

July 1, 2015 - June 30, 2016

Description	Processed	Town	Paid to State of NH
DOGS REGISTERED ONLINE	1,561	*****	*****
DOG LICENSE (Dog Calender: 5/1-4/30 annually these figures reflect fiscal year)	5,380	\$30,145	\$12,510
DOG LICENSE LATE FEES REPLACEMENT TAGS	*****	\$2,662.00	*****
CIVIL FORFEITURES	*****	\$12,742.50	Issued by State Statue
UCC	Issued from State of NH	\$4,005.00	*****
Marriages/Civil Unions	195	\$1,365.00	\$8,330.00
VITAL RECORDS (Birth, Death, Marriage, Divorce)	4116	\$24,244.00	\$26,076.00
MISC FEES	Late fees, other fees & reimbursements	\$	*****

## **TOWN OF DERRY RESIDENT VITALS RECORDED**

July 1, 2015 - June 30, 2016  
Birth 118 Marriage 117 Death 190

Collected on behalf of: Animal Control Department

Nuisance Abatements	\$3,385.00
Boarding Fees	\$742.00

Collected on behalf of the: Supervisors of the Checklist

Sales of Checklist & Misc.	\$310.52
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**2015**  
**TOWN OF DERRY**  
**SPECIAL ELECTION WARRANT**

TO THE VOTERS OF THE TOWN OF DERRY, IN THE COUNTY OF  
ROCKINGHAM, STATE OF NEW HAMPSHIRE:

Voters in Districts 1 2, 3 and 4 are hereby notified to meet at the Gilbert H. Hood Middle School, in said Town on TUESDAY , OCTOBER 13 2015 at  
(Day) (Date)

Seven o'clock in the forenoon (the polls will be open between the hours of seven a.m. and eight p.m.) to act upon the following matters:

**To cast your votes for the following:**

1. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Fire Department by \$384,424.70 by repealing the Town Council vote to "reduce Fire Department staffing by an additional four full-time positions including salary and benefits for an additional savings of \$384,424.70" and the Council's corresponding action to reduce the Fire Department budget by this amount, thereby: 1) raising and appropriating the additional sum of \$384,424.70 for 4 full-time positions in the Fire Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$384,424.70?"
2. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Fire Department by \$436,680 by repealing the Town Council vote to "approve overtime in the Fire Department in the amount of \$339,012" instead of the amount of \$775,692 proposed by the Town Administrator and the Council's corresponding action to reduce the Fire Department budget by \$436,680 thereby: 1) raising and appropriating the additional sum of \$436,680 for overtime in the Fire Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$436,680?"
3. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Police Department by \$150,000 by repealing the Town Council vote to "approve overtime in the Police Department in the amount of \$566,581" instead of the amount of \$716,581 proposed by the Town Administrator and the Council's corresponding action to reduce the Police Department budget by \$150,000, thereby: 1) raising and appropriating the additional sum of \$150,000 for overtime in the Police Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"



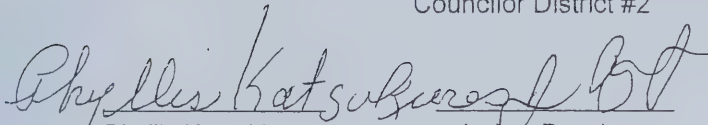


4. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Department of Public Works by \$60,600 by repealing the Town Council vote to "approve overtime in the Department of Public Works in the amount of \$63,500" instead of the amount of \$124,100 proposed by the Town Administrator and the Council's corresponding action to reduce the Department of Public Works budget by \$60,600, thereby: 1) raising and appropriating the additional sum of \$60,600 for overtime in the Department of Public Works in Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY201 6 budget approved by the Town Council as impacted by the repeal of this specific item by \$60,600?"
5. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Police Department by \$384,000 by repealing the Town Council vote to "reduce four full-time staff positions in the Police Department which includes benefits and salary at a cost savings of \$96,000 per position for a total reduction in the Police Department budget for FY2016 of \$384,000" —corrected to \$300,000- and the Council's corresponding action to reduce the Police Department budget by this amount, thereby: 1) raising and appropriating the additional sum of \$300,000 for 4 full-time positions in the Police Department in Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY 2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$300,000?"
6. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Department of Public Works by \$150,000 by repealing the Town Council vote to "reduce 2 full-time staff positions in the Department of Public Works which includes salary and benefits at a cost savings of \$96,000 for a total reduction in the DPW budget for FY201 6 of \$192,000 ...corrected amount is \$150,000 and the Council's corresponding action to reduce the Department of Public Works budget by this amount, thereby: 1) raising and appropriating the additional sum of \$150,000" for 2 full-time positions in the Department of Public Works in Town of Derry's FY201 6 budget, and 2) correspondingly increasing the FY20 16 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"
7. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to eliminate the full-time position of Director of Human Resources/Assistant Town Administrator and reduce the Town Administrator's proposed budget for the Executive Department by \$150,000 by repealing the Town Council vote to "eliminate the full-time position of Director of Human Resources/Assistant Town Administrator including salary and benefits in the FY201 6 budget for a total reduction of \$150,000 from the Executive Department budget" and the Council's corresponding action to reduce the Executive Department budget by this amount, thereby: 1) retaining the Director of Human Resources/Assistant Town Administrator position, 2) raising and appropriating the additional sum of \$150,000 for the position of Director of Human Resources/Assistant Town Administrator in the Executive Department in Town of Derry's FY2016 budget, and 3) correspondingly increasing the FY201 6 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"
8. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to close one of Derry's four fire stations and specifically repeal the Town Council's vote at its May 19 meeting to "close one of Derry's four stations and removing operation staff; with the building only to be utilized for training, storage and office space" thereby leaving Derry with four fire stations open and operational?"

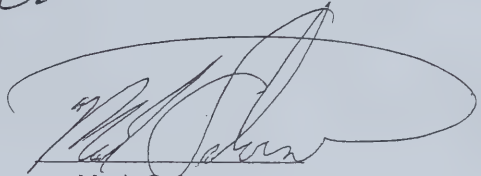




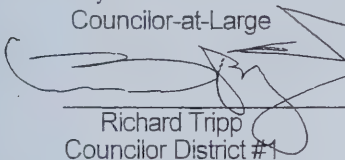
Thomas Cardon, Chair  
Councilor District #2



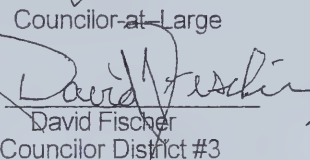
Phyllis Katsakiores  
Councilor-at-Large



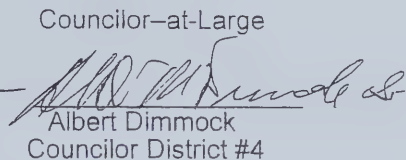
Mark Osborne  
Councilor-at-Large



Richard Tripp  
Councilor District #1



David Fischer  
Councilor District #3



Albert Dimmock  
Councilor District #4








*Sample*

OFFICIAL BALLOT  
SPECIAL ELECTION  
DERRY, NEW HAMPSHIRE  
OCTOBER 13, 2015

*Final*

*Denise C. Yeale*  
TOWN CLERK

INSTRUCTIONS TO VOTERS

A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: 

ARTICLES

1. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Fire Department by \$384,424.70 by repealing the Town Council vote to "reduce Fire Department staffing by an additional four full-time positions including salary and benefits for an additional savings of \$384,424.70" and the Council's corresponding action to reduce the Fire Department budget by this amount, thereby: 1) raising and appropriating the additional sum of \$384,424.70 for 4 full-time positions in the Fire Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$384,424.70?"

*3530*  
YES ☐  
NO ☐  
*2526*

2. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Fire Department by \$436,680 by repealing the Town Council vote to "approve overtime in the Fire Department in the amount of \$339,012" instead of the amount of \$775,692 proposed by the Town Administrator and the Council's corresponding action to reduce the Fire Department budget by \$436,680, thereby: 1) raising and appropriating the additional sum of \$436,680 for overtime in the Fire Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$436,680?"

*3246*  
YES ☐  
NO ☐  
*2803*

3. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Police Department by \$150,000 by repealing the Town Council vote to "approve overtime in the Police Department in the amount of \$566,581" instead of the amount of \$716,581 proposed by the Town Administrator and the Council's corresponding action to reduce the Police Department budget by \$150,000, thereby: 1) raising and appropriating the additional sum of \$150,000 for overtime in the Police Department in the Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"

*3220*  
YES ☐  
NO ☐  
*2818*

4. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for overtime in the Department of Public Works by \$60,600 by repealing the Town Council vote to "approve overtime in the Department of Public Works in the amount of \$63,500" instead of the amount of \$124,100 proposed by the Town Administrator and the Council's corresponding action to reduce the Department of Public Works budget by \$60,600, thereby: 1) raising and appropriating the additional sum of \$60,600 for overtime in the Department of Public Works in Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$60,600?"

*3180*  
YES ☐  
NO ☐  
*2860*

TURN BALLOT OVER AND CONTINUE VOTING





*Sample FWA 2*

ARTICLES CONTINUED

5. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Police Department by \$384,000 by repealing the Town Council vote to "reduce four full-time staff positions in the Police Department which includes benefits and salary at a cost savings of \$96,000 per position for a total reduction in the Police Department budget for FY2016 of \$384,000" – corrected to \$300,000 - and the Council's corresponding action to reduce the Police Department budget by this amount, thereby: 1) raising and appropriating the additional sum of \$300,000 for 4 full-time positions in the Police Department in Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$300,000?"

3401  
YES ☐  
NO ☐  
2612

6. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to reduce the Town Administrator's proposed budget for full-time positions in the Department of Public Works by \$150,000 by repealing the Town Council vote to "reduce 2 full-time staff positions in the Department of Public Works which includes salary and benefits at a cost savings of \$96,000 for a total reduction in the DPW budget for FY2016 of \$192,000... corrected amount is \$150,000" and the Council's corresponding action to reduce the Department of Public Works budget by this amount, thereby: 1) raising and appropriating the additional sum of \$150,000 for 2 full-time positions in the Department of Public Works in Town of Derry's FY2016 budget, and 2) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"

3176  
YES ☐  
NO ☐  
2833

7. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to eliminate the full-time position of Director of Human Resources/Assistant Town Administrator and reduce the Town Administrator's proposed budget for the Executive Department by \$150,000 by repealing the Town Council vote to "eliminate the full-time position of Director of Human Resources/Assistant Town Administrator including salary and benefits in the FY2016 budget for a total reduction of \$150,000 from the Executive Department budget" and the Council's corresponding action to reduce the Executive Department budget by this amount, thereby: 1) retaining the Director of Human Resources/Assistant Town Administrator position, 2) raising and appropriating the additional sum of \$150,000 for the position of Director of Human Resources/Assistant Town Administrator in the Executive Department in Town of Derry's FY2016 budget, and 3) correspondingly increasing the FY2016 budget approved by the Town Council as impacted by the repeal of this specific item by \$150,000?"

3038  
YES ☐  
NO ☐  
2971

8. "Shall the voters of the Town of Derry repeal the May 19, 2015 action taken by the Town Council to close one of Derry's four fire stations and specifically repeal the Town Council's vote at its May 19 meeting to "close one of Derry's four stations and removing operation staff; with the building only to be utilized for training, storage and office space" thereby leaving Derry with four fire stations open and operational?"

3494  
YES ☐  
NO ☐  
2490

YOU HAVE NOW COMPLETED VOTING




**2016  
TOWN OF DERRY  
ELECTION WARRANT**

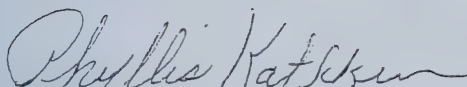
TO THE VOTERS OF THE TOWN OF DERRY, IN THE COUNTY OF  
ROCKINGHAM, STATE OF NEW HAMPSHIRE:

Voters in Districts 1 and 4 are hereby notified to meet at the Gilbert H. Hood Middle School, Voters in Districts 2 are hereby notified to meet at the Calvary Bible Church and District 3 are hereby notified to meet at the West Running Brook Middle School, in said Town on Tuesday, the Eight (8th) day of March, 2016 at seven o'clock in the forenoon (the polls will be open between the hours of seven a.m. and eight p.m.) to act upon the following matters:

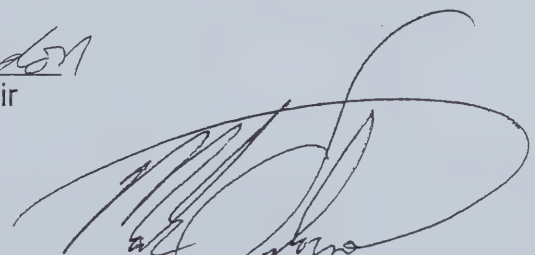
To cast your votes for One Councilor-at-Large (3 yr. Term); One Councilor District 2 (3 yr. Term, District 2 Voters only); One Councilor District 4 (3 yr. Term District 4 Voters only); One Town Clerk (3 yr. Term); One Trustee of the Trust Funds(3 yr. Term); One Town Moderator (2 yr. Term); One Supervisor of the Checklist (6 yr. Term); Two Derry Public Library Trustees (3 yr. Term); ~~One TWD~~ Taylor Library Trustees (3 yr. Term); One Taylor Library Trustee (1 yr. Term)

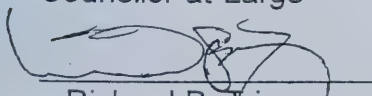
Given under our hands and seal this \_\_\_day of February, 2016

  
G. Thomas Cardon, Chair  
Councilor District #2

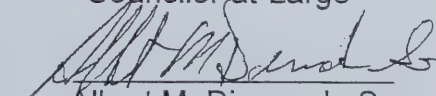
  
Phyllis M. Katsakiores  
Councilor-at-Large

\_\_\_\_\_  
Joshua R. Bourdon  
Councilor-at-Large

  
Mark A. Osborne  
Councilor-at-Large

  
Richard P. Tripp  
Councilor District #1

\_\_\_\_\_  
David N. Fischer  
Councilor District #3

  
Albert M. Dimmock, Sr.  
Councilor District #4





DIST 1 = 543  
DIST 2 = 912

DIST 3 = 569  
DIST 4 = 483

Votes 2507



ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
DERRY, NEW HAMPSHIRE  
MARCH 8, 2016  
DISTRICT 1

*Denise E. Heale*  
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ☒
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

COUNCILOR AT LARGE

Three Years Vote for not more than ONE

LEONARD L PERKINS 207 ☐

MARC FLATTES 335 ☐

DAVID E MILZ 835 ☐

JIM MORGAN 979 ☐

(Write-in) ☐

TOWN CLERK

Three Years Vote for not more than ONE

KATHRYN POLIZZOTTO 908 ☐

DANIEL HEALEY 1233 ☐

(Write-in) ☐

TOWN MODERATOR

Two years Vote for not more than ONE

MARY L TILL 1644 ☐

KEVIN COYLE 738 ☐

(Write-in) ☐

COUNCILOR DISTRICT 2

Three Years Vote for not more than ONE

CHARLES (CHARLIE) FOOTE 703 ☐

G. THOMAS CARDON 182 ☐

(Write-in) ☐

SUPERVISOR OF  
THE CHECKLIST

Six Years Vote for not more than ONE

JUDITH W STRAKALAITIS 1534 ☐

JANET A FAIRBANKS 739 ☐

(Write-in) ☐

TRUSTEE OF THE  
TRUST FUND

Three Years Vote for not more than ONE

JOAN A CRIMLISK 1732 ☐

(Write-in) ☐

TRUSTEE OF  
DERRY PUBLIC LIBRARY

Three Years Vote for not more than TWO

ELIZABETH IVES 1570 ☐

JOAN A CRIMLISK 707 ☐

ELIZABETH A GREENBERG 1049 ☐

(Write-in) ☐

(Write-in) ☐

TRUSTEE OF  
TAYLOR LIBRARY

Three Years Vote for not more than THREE

KIM BURKE 1695 ☐

CANDICE ANDREWS 1636 ☐

(Write-in) ☐

(Write-in) ☐

(Write-in) ☐

TRUSTEE OF  
TAYLOR LIBRARY

One Year Vote for not more than ONE

David McPherson 68 ☐

Silvia Klok 930 ☐

COUNCILOR DISTRICT 4

Three Years Vote for not more than ONE

RANDALL KELLEY 104 ☐

BRIAN CHIRICHELLO 297 ☐

ALBERT DIMMOCK SR 69 ☐

(Write-in) ☐

*Amended 3/21/16 Denise E. Heale / Paul Heale*



## SUPERVISORS OF THE CHECKLIST

### Overview

Derry has the largest voter checklist in New Hampshire. According to the Secretary of State, Derry is the largest voting district in the nation! The Supervisors of the Checklist are responsible for the accuracy and integrity of the voter checklist. We ensure that everyone who is qualified is able to register and vote.

The official voter checklists was used for three elections and the Derry Cooperative School District deliberative session in FY16. The supervisors registered 2035 voters and processed 10,884 changes to the voter checklist.

Derry's checklist is as extremely clean. In addition to adding new voters and making requested changes, we scrupulously followed New Hampshire statutes in removing voters who have died or registered elsewhere from our active checklist.

### Members

For most of FY16, the Supervisors of the Checklist consisted of three elected supervisors: Renee Routhier (chair), Patricia Dowling, and Judith Strakalaitis. Judy was re-elected to a 6-year term in March. The board elected Judy as chair after the town election.

Renee Routhier resigned as supervisor at the end of March, after 7 years providing excellent service to the community as a supervisor and many years volunteering at the polls and in the checklist office. She was appointed supervisor shortly before the 2008 state primary and presidential election, was elected at the next town election in March 2009, and re-elected in 2014. Renee plans to assist the supervisors during major elections this fall.

We appointed Dina Bourassa in April to fill the vacancy until the next town election. Dina and Pat attended state training on the state database in April.

### Elections

Derry held three elections in FY16.

A special election on October 13, 2015 concerned 8 referendum petitions on town budget items. More than 6000 residents voted—an astounding turnout for a local election. We also set a record for the number of election-day registrations at a town election: 316.

New Hampshire celebrated 100 years of the First-in-the-Nation Presidential Primary during FY16. More than 11,500 voters turned out for the presidential primary on February 9, 2016, approximately 53% of registered voters. 980 registered to vote on primary day.

Derry's annual town election was on March 8, 2016. Turnout, while low, was more than double relative to recent regular town elections. 2483 voters came to the polls. 14 new voters registered at the polls.

### Confidential Checklist

This year, for the first time, a Derry resident utilized the Attorney General's domestic violence protection program. The program ensures voters with valid orders of protection can maintain access to the franchise without exposing their names and addresses on the public checklist. The names and addresses of these voters are maintained on a confidential checklist. They can vote by absentee ballot.





### Voter Outreach

The supervisors continued on-going voter outreach efforts. We provided information for voters on the town website, Derry cable TV, and local newspapers. We posted copies of the checklist at the Derry Public Library, the Taylor Library, and in Public Research Room at the Derry Municipal Center, as well as with the Town Clerk, to provide the public with convenient access.

We visited nursing homes/assisted living facilities in January to register residents. We visited Pinkerton Academy in January and registered about 100 students from Derry.

### Community Registration Events

We implemented innovative community registration events in FY 16.

- We celebrated National Voter Registration Day in September by registering voters at the Derry Public Library.
- We participated in Derryfest in September to provide a registration opportunity on a Saturday.
- We held a special registration event hosted by the Taylor Library in January on a Sunday.

These events provided voters unable to register during regular business hours with convenient additional opportunities to do so. This also reduced wait times for those registering at the polls on election days.

### Social Media Initiatives

For a majority of residents, online resources are the preferred source of news and information,. Interest in the special election and presidential primary were unprecedented. Judy utilized social media tools to capitalize on this interest and inform residents (through a dozen organization and community pages) about registering to vote, deadlines, events, and party affiliation. For most of FY16, she was the only election official on local forums and therefore served as a resource on election matters unrelated to the checklist, such as absentee voting or polling locations. Her participation clarified election law and procedures in general and enabled her to assist hundreds of residents with specific issues. The enhanced visibility of the Supervisors of the Checklist has meant that residents are far better informed about election law and operations and willing to reach out to us to address concerns.

### Town Clerk and Assistant Supervisors

We work with the Town Clerk staff on a daily basis and appreciate the department's efficiency in accepting voter registration applications. We rely on the capable residents who volunteer on election days to register new voters and accept changes.

Respectfully submitted by,

*Judith W. Strakalaitis, Chair*

*Patricia A. Dowling*

*Dina Bourassa*

Judith W. Strakalaitis, Chair

Patricia A. Dowling

Dina Bourassa

Supervisors of the Checklist







New Hampshire  
Department of  
Revenue Administration

2016  
MS-9

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

John

Preparer's Last Name

Haley (c/o Cambridge Trust Company)

Date

Aug 2, 2016

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**TRUSTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Per RSA 31:38, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397



# REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2016

## MS-9

NAME OF TRUST FUND	PURPOSE OF TRUST FUND	HOW INVESTED	%	PRINCIPAL				INCOME			BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME	BALANCE END YEAR	FEES	EXPENDED DURING YEAR	PRINCIPAL ONLY		
				BALANCE BEGINNING YEAR	NEW FUNDS CREATED	CASH GAINS OR (LOSSES)	WITH DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME PERCENT	DURING YEAR AMOUNT					BEG OF YEAR FAIR VALUE	UNREALIZED GAIN/LOSS*	END OF YEAR FAIR VALUE
Total General Funds	Perpetual Care	Stocks & Bonds	35.27%	2,164,208.08	10,375.00	225,818.89	0.00	2,400,401.97	123,899.93	35.31%	64,198.26	2,443,100.32	42,698.35	(15,399.84)	(130,000.00)	2,522,937.88	219,221.77	2,619,623.74
East Derry Cemetery	Cemetery Care	Stocks & Bonds	2.37%	141,537.62	0.00	14,731.62	0.00	156,269.24	19,283.06	2.48%	4,572.89	179,025.83	22,756.59	(1,099.36)	0.00	164,988.29	14,271.62	170,540.86
Hopkins Home	Derry Visiting Nurses	Stocks & Bonds	5.31%	317,107.59	0.00	33,005.42	0.00	350,113.01	1,667.10	4.92%	9,027.64	351,895.23	1,782.22	(2,168.88)	(6,743.64)	369,669.98	31,974.81	382,087.82
Carr Fund	Playground	Stocks & Bonds	48.07%	2,866,178.33	0.00	298,527.83	0.00	3,166,706.16	300,599.20	48.90%	89,312.64	3,428,891.54	262,185.38	(21,440.46)	(106,286.00)	3,343,595.20	289,206.11	3,455,912.27
MacGregor Pioneer Park	Park Upkeep	Stocks & Bonds	4.67%	278,717.95	0.00	29,009.72	0.00	307,727.67	28,309.90	4.74%	8,615.50	326,586.34	18,658.67	(2,066.73)	(16,000.00)	324,917.04	28,103.88	335,831.55
Taylor Library	Library	Stocks & Bonds	1.17%	69,620.24	0.00	7,246.26	0.00	76,866.50	366.00	1.08%	1,981.99	77,257.78	391.28	(476.17)	(1,480.54)	81,160.19	7,019.99	83,886.49
James Alexander	School	Stocks & Bonds	0.22%	13,167.92	0.00	1,370.54	0.00	14,538.46	3,657.92	0.26%	477.47	18,559.10	4,020.64	(114.75)	0.00	15,350.58	1,327.76	15,866.22
Sylvanus Brown	Human Services	Stocks & Bonds	0.74%	43,962.18	0.00	4,575.71	0.00	48,537.89	11,173.21	0.85%	1,537.91	57,380.46	8,842.57	(368.55)	(3,500.00)	51,249.16	4,432.82	52,970.71
Edward T. Parker	East Derry Improvements	Stocks & Bonds	0.20%	11,784.17	0.00	1,226.54	0.00	13,010.71	1,918.85	0.21%	389.48	15,225.41	2,214.70	(93.63)	0.00	13,737.46	1,188.23	14,198.94
Sarah MacMurphy	Library	Stocks & Bonds	0.04%	2,194.35	0.00	228.40	0.00	2,422.75	11.54	0.03%	62.47	2,435.08	12.33	(15.00)	(46.68)	2,558.08	221.26	2,644.01
Helen Hood	Library	Stocks & Bonds	0.22%	13,220.53	0.00	1,376.04	0.00	14,596.57	69.50	0.21%	376.37	14,670.87	74.30	(90.43)	(281.14)	15,411.91	1,333.08	15,929.63
Arts & Crafts	Library	Stocks & Bonds	0.02%	1,322.92	0.00	137.70	0.00	1,460.62	6.96	0.02%	37.67	1,468.06	7.44	(9.05)	(28.14)	1,542.20	133.39	1,594.01
Helen Noyes	Memorial Day Flowers	Stocks & Bonds	0.02%	1,322.92	0.00	137.70	0.00	1,460.62	6.96	0.02%	37.67	1,468.06	7.44	(9.05)	(28.14)	1,542.20	133.39	1,594.01
Charles Adams	Street Repairs	Stocks & Bonds	0.48%	28,580.69	0.00	2,972.67	0.00	31,553.36	16,494.05	0.70%	1,190.55	33,935.29	2,401.93	(282.67)	(15,000.00)	33,294.79	2,879.85	34,413.21
Frank Adams	Scholarship	Stocks & Bonds	0.19%	11,380.38	0.00	1,184.49	0.00	12,564.87	1,256.84	0.20%	359.50	14,094.78	1,529.91	(86.43)	0.00	13,266.74	1,147.51	13,712.38
Harold V. Abbott	Civic/Education	Stocks & Bonds	0.00%	0.00	24,073.84	2,284.18	0.00	26,358.02	4,165.00	0.06%	354.11	30,782.65	4,424.63	(94.46)	0.00	0.00	2,407.20	28,765.22
Total			100.00%	5,966,285.87	34,448.84	623,833.71	0.00	6,624,568.42	513,647.68	100.00%	182,563.63	6,997,582.95	373,014.53	(43,820.64)	(279,366.14)	6,955,231.70	605,002.65	7,229,571.07

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\* To reconcile to Cambridge Trust accounting records, additional funds are invested in principal. Principal balance is higher by \$124,442.56, and income balance is lower by \$124,442.56.





CAPITAL RESERVE FUNDS TOWN OF DERRY  
FOR YEAR ENDING JUNE 30, 2016

PRINCIPAL AND INCOME

NAME OF TRUST FUND	BALANCE BEGINNING OF YEAR	NEW FUNDS	EXPENDED	GAIN/LOSS SALES	INCOME	FEES	BALANCE END OF YEAR	%%% %	UNREALIZED GAIN/LOSS	END OF YEAR FAIR VALUE
<b>TOWN OF DERRY DESIGNATED FUNDS</b>										
WASTE TIRE RECLAMATION EXPENDABLE TRUST	322,852.77	106,756.00	(50,995.00)	150.33	827.03	(172.18)	379,418.95	3.54%	2,074.12	381,493.07
LAND & BUILDINGS FUND	362,610.97	0.00	(20,900.00)	140.19	873.25	(177.22)	342,547.19	3.20%	1,872.56	344,419.75
WASTE WATER CAPITAL IMPROVEMENTS FUNDS	500,527.17	26,267.50	(82,769.00)	175.30	1,140.38	(231.82)	445,109.53	4.15%	2,433.22	447,542.75
COMPENSATED ABSENCES EXPENDABLE TRUST	3,618,207.11	245,291.00	(225,208.00)	1,542.53	9,224.22	(1,878.87)	3,647,177.99	34.02%	19,937.53	3,667,115.52
FIRE APPARATUS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
TAYLOR LIBRARY	219,651.77	0.00	(6,276.00)	88.84	542.13	(110.11)	213,896.63	2.00%	1,169.28	215,065.91
ASSESSOR DATA COLLECTION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
DERRY LIBRARY CAPITAL IMPROVEMENT FUND	43,673.80	0.00	(9,533.00)	12.57	90.75	(18.32)	34,225.80	0.32%	187.10	34,412.90
POLICE VEHICLE REPLACEMENT FUND	722.58	0.00	(723.47)	(0.25)	1.28	(0.14)	0.00	0.00%	0.00	0.00
E-GOVT TECHNOLOGY DEVELOPMENT FUND	182,556.60	34,513.00	(30,000.00)	85.27	434.43	(93.13)	187,496.17	1.75%	1,024.96	188,521.13
WINTER SNOW/ICE CONTROL FUND	118,074.19	100,000.00	0.00	62.08	347.70	(70.68)	218,413.29	2.04%	1,193.97	219,607.26
MUNICIPAL TRANSPORTATION IMPR FUND	187,567.29	166,675.50	(275,000.00)	(31.52)	192.56	(32.29)	79,371.54	0.74%	433.89	79,805.43
PARKS FACILITY FUND	107,458.91	0.00	0.00	45.35	271.54	(55.18)	107,720.62	1.00%	588.86	108,309.48
WATER COMPENSATED ABSENCES FUND	25,599.98	2,500.00	0.00	12.74	67.23	(14.05)	28,165.90	0.26%	153.97	28,319.87
WASTEWATER COMPENSATED ABSENCES FUND	25,599.98	2,500.00	0.00	12.74	67.23	(14.05)	28,165.90	0.26%	153.97	28,319.87
FIRE FACILITIES & EQUIPMENT FUND	199,047.13	0.00	(103,605.00)	5.42	414.46	(70.11)	95,791.90	0.89%	523.65	96,315.55
EMERGENCY MANAGEMENT EQUIPMENT FUND	6,434.05	0.00	(6,425.00)	(1.23)	3.02	(0.53)	10.31	0.00%	0.06	10.37
FIRE CAPITAL PLAN RESERVE	1,510,474.44	948,096.00	(584,034.00)	960.76	3,992.29	(904.72)	1,878,584.77	17.53%	10,269.40	1,888,854.17
POLICE CAPITAL PLAN RESERVE	671,476.94	414,158.00	(2,100.00)	602.00	2,111.18	(491.95)	1,085,756.17	10.13%	5,935.35	1,091,691.52
PUBLIC WORKS CAPITAL PLAN RESERVE	1,671,050.79	633,418.00	(545,582.00)	797.84	4,253.31	(900.94)	1,763,037.00	16.45%	9,637.75	1,772,674.75
SUBTOTAL	9,773,586.47	2,680,175.00	(1,943,150.47)	4,660.96	24,853.99	(5,236.29)	10,534,889.66	98.29%	57,589.63	10,592,479.29
DCSD-BUILDING/GROUNDS IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
DCSD-BUILDING/GROUNDS MAINTENANCE FUND	183,126.76	0.00	0.00	77.29	462.75	(94.06)	183,572.74	1.71%	1,003.51	184,576.26
TOTALS	9,956,713.23	2,680,175.00	(1,943,150.47)	4,738.25	25,316.74	(5,330.35)	10,718,462.40	100.00%	58,593.15	10,777,055.55





New Hampshire  
Department of  
Revenue Administration

2016  
MS-10

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

John

Preparer's Last Name

Haley (c/o Cambridge Trust Company)

Date

Aug 2, 2016

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**TRUSTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

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Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Per RSA 31:38, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397



MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

PRINCIPAL															INCOME				PRINCIPAL ONLY	
# SHS	HOW INVESTED	BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE						
821,040.78	CASH AND CASH EQUIVALENTS	(69,236.73)	890,277.51	0.00	0.00	0.00	821,040.78	513,647.68	392.94	(97,205.45)	248,571.97	409,183.64	0.00	821,040.78						
NOTES & BONDS																				
150,000.00	APPLE 2.10% 5/6/19	153,844.50	0.00	0.00	0.00	(130.05)	153,714.45	0.00	3,150.00	(3,150.00)	0.00	139,500.65	652.05	154,366.50						
0.00	BANK OF AMERICA 3.625% 3/17/16	100,991.00	0.00	0.00	100,000.00	(991.00)	0.00	0.00	3,625.00	(3,625.00)	0.00	93,776.61	0.00	0.00						
0.00	BECTON DICKINSON 3.125% 11/8/21	205,570.00	0.00	0.00	208,530.00	3,010.00	0.00	0.00	7,152.78	(7,152.78)	0.00	182,555.49	0.00	0.00						
0.00	BELLSOUTH TELECOM 6.375% 06/01/28	99,048.00	0.00	0.00	117,050.00	18,002.00	0.00	0.00	6,888.54	(6,888.54)	0.00	101,129.58	0.00	0.00						
200,000.00	BERKSHIRE HATHAWAY 1.550% 2/9/18	203,548.00	0.00	0.00	0.00	0.00	203,548.00	0.00	3,100.00	(3,100.00)	0.00	185,030.42	(1,226.00)	202,322.00						
100,000.00	CHEVRON 2.189% 11/15/19	0.00	100,582.00	0.00	0.00	(20.38)	100,561.62	0.00	956.39	(956.39)	0.00	0.00	2,245.38	102,807.00						
0.00	CREDIT SUISSE SR NT 5.375% 03/02/16	101,140.00	0.00	0.00	100,000.00	(1,140.00)	0.00	0.00	5,375.00	(5,375.00)	0.00	94,907.27	0.00	0.00						
0.00	EMC CORP MASS 2.65% 6/1/20	100,100.00	0.00	0.00	93,000.00	(7,100.00)	0.00	0.00	1,347.08	(1,347.08)	0.00	95,017.01	0.00	0.00						
100,000.00	FED HOME LN BKS 1.75% 3/12/21	0.00	0.00	0.00	0.00	0.00	100,602.00	0.00	1,750.00	(1,750.00)	0.00	90,821.06	2,155.00	102,757.00						
150,000.00	FED HOME LN BKS 1% 05/24/2019-16	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	33.00	150,033.00						
100,000.00	HONEYWELL INTL SR NT 5.00% 02/15/19	101,350.00	0.00	0.00	0.00	0.00	101,350.00	0.00	5,000.00	(5,000.00)	0.00	102,253.80	8,868.00	110,218.00						
150,000.00	METRO MNNR BAB 4.5% 2/01/21	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00	6,750.00	(6,750.00)	0.00	151,400.20	403.50	150,403.50						
150,000.00	OHIO ST 4.78% 10/01/20	150,750.00	0.00	0.00	0.00	(1.88)	150,748.12	0.00	7,170.00	(7,170.00)	0.00	150,905.77	15,034.88	165,783.00						
200,000.00	PEPSICO INC 3.125% 11/01/20	0.00	210,870.00	0.00	0.00	0.00	210,870.00	0.00	(520.84)	520.84	0.00	0.00	2,984.00	213,854.00						
0.00	TEXAS INSTRS INC 2.375% 5/16/16	203,764.00	0.00	0.00	200,000.00	(3,764.00)	0.00	0.00	4,763.19	(4,763.19)	0.00	187,144.42	0.00	0.00						
0.00	US TREAS BOND 7.25% 5/15/16	106,265.63	0.00	0.00	100,000.00	(6,265.63)	0.00	0.00	7,250.00	(7,250.00)	0.00	97,590.29	0.00	0.00						
200,000.00	US TREAS NOTE 4.625% 2/15/17	199,460.94	0.00	0.00	0.00	0.00	199,460.94	0.00	9,250.00	(9,250.00)	0.00	196,316.76	5,743.06	205,204.00						
150,000.00	VISA INC 3.15% 12/14/25	0.00	155,850.00	0.00	0.00	(29.44)	155,820.56	0.00	170.63	(170.63)	0.00	0.00	4,545.94	160,366.50						
150,000.00	WAL-MART STORES 1.950% 12/15/18	153,807.00	0.00	0.00	0.00	(298.81)	153,507.19	0.00	2,925.00	(2,925.00)	0.00	140,251.97	581.81	154,089.00						
COMMON STOCKS																				
0.000	ABBOTT LABORATORIES	21,102.32	0.00	0.00	27,793.45	6,691.13	0.00	0.00	265.20	(265.20)	0.00	29,373.21	0.00	0.00						
355,000	ACCENTURE PLC IRELAND	27,648.37	0.00	0.00	0.00	0.00	27,648.37	0.00	781.00	(781.00)	0.00	31,633.52	12,569.58	40,217.95						
0.000	ACE LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164.15	(164.15)	0.00	0.00	0.00	0.00						
0.000	ALIGN TECHNOLOGY INC.	0.00	22,488.78	0.00	26,713.50	4,224.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
0.000	ALPHABET INC COM CL C	0.00	10,725.02	0.00	27,266.50	16,541.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
0.000	ALPHABET INC NPV A	0.00	10,780.30	0.00	27,928.25	17,147.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
660,000	AMERICAN INTL GROUP INC.	36,073.69	0.00	0.00	0.00	0.00	36,073.69	0.00	792.00	(792.00)	0.00	37,566.99	(1,166.29)	34,907.40						
0.000	AMGEN INC.	15,730.92	0.00	0.00	31,615.53	15,884.61	0.00	0.00	787.60	(787.60)	0.00	31,097.19	0.00	0.00						
800,000	APPLE INC.	33,045.84	16,228.50	0.00	0.00	0.00	49,274.34	0.00	1,463.76	(1,463.76)	0.00	74,601.94	27,205.66	76,480.00						
1,500,000	AQUA AMERICA INC	0.00	48,098.70	0.00	0.00	0.00	48,098.70	0.00	178.00	(178.00)	0.00	0.00	5,391.30	53,490.00						
1,100,000	AUTOMATIC DATA PROCESSING INC	0.00	97,934.99	0.00	0.00	0.00	97,934.99	0.00	0.00	0.00	0.00	0.00	3,122.01	101,057.00						
1,000,000	AT&T INC	17,750.06	14,909.27	0.00	0.00	0.00	32,659.33	0.00	1,159.00	(1,159.00)	0.00	19,949.70	10,550.67	43,210.00						
0.000	BANK OF AMERICA CORPORATION	15,307.31	0.00	0.00	18,811.38	3,504.07	0.00	0.00	189.00	(189.00)	0.00	19,745.29	0.00	0.00						
215,000	BARD CR INC.	26,102.82	0.00	0.00	0.00	0.00	26,102.82	0.00	206.40	(206.40)	0.00	33,791.35	24,456.58	50,559.40						
0.000	BB&T Corp	13,715.73	0.00	0.00	22,046.21	8,332.48	0.00	0.00	318.60	(318.60)	0.00	21,897.69	0.00	0.00						
350,000	BECTON DICKINSON & CO	0.00	55,660.71	0.00	0.00	0.00	55,660.71	0.00	231.00	(231.00)	0.00	0.00	3,695.79	59,356.50						
145,000	BERKSHIRE HATHAWAY INC DEL CL B NEW	0.00	19,120.47	0.00	0.00	0.00	19,120.47	0.00	0.00	0.00	0.00	0.00	1,874.08	20,994.55						
100,000	BLACKROCK INC	0.00	36,729.80	0.00	0.00	0.00	36,729.80	0.00	229.00	(229.00)	0.00	0.00	(2,476.80)	34,253.00						
0.000	BOEING CO.	9,666.99	11,575.88	0.00	27,264.85	6,021.98	0.00	0.00	552.85	(552.85)	0.00	17,242.74	0.00	0.00						
1,345,000	BOSTON SCIENTIFIC CORP	27,162.72	0.00	0.00	8,501.25	1,741.92	20,403.39	0.00	0.00	0.00	0.00	30,312.36	11,496.66	31,900.05						
0.000	CHARLES SCHWAB CORP NEW	24,827.83	0.00	0.00	25,709.55	881.72	0.00	0.00	136.80	(136.80)	0.00	29,160.06	(0.00)	0.00						
0.000	CHEVRON CORP	16,812.50	0.00	0.00	13,393.68	(1,418.82)	0.00	0.00	310.30	(310.30)	0.00	12,879.35	0.00	0.00						
0.000	CHUBB LIMITED	0.00	24,754.21	0.00	29,159.60	4,405.39	0.00	0.00	328.30	(328.30)	0.00	0.00	0.00	0.00						
380,000	CINTRAS CORPORATION	17,583.56	0.00	0.00	0.00	0.00	17,583.56	0.00	399.00	(399.00)	0.00	29,596.21	19,705.84	37,289.40						
2,500,000	CISCO SYSTEMS	25,807.12	41,736.18	0.00	0.00	0.00	67,543.30	0.00	894.45	(894.45)	0.00	25,409.73	4,181.70	71,725.00						
555,000	CITIGROUP INC	31,034.57	0.00	0.00	0.00	0.00	31,034.57	0.00	111.00	(111.00)	0.00	28,228.00	(7,508.12)	23,526.45						
600,000	CLOROX CO.	0.00	70,560.35	0.00	0.00	0.00	70,560.35	0.00	485.10	(485.10)	0.00	0.00	12,473.65	83,034.00						
0.000	COGNATE-PALMOLIVE CO.	21,480.96	0.00	0.00	30,305.78	8,824.82	0.00	0.00	665.55	(665.55)	0.00	26,197.93	0.00	0.00						
0.000	COMCAST CORP NEW CL A	21,542.75	12,900.86	0.00	35,430.71	987.10	0.00	0.00	530.50	(530.50)	0.00	19,657.36	(0.00)	0.00						
0.000	CONOCOPHILLIPS	23,795.84	0.00	0.00	18,036.50	(5,759.54)	0.00	0.00	857.15	(857.15)	0.00	21,486.03	0.00	0.00						
470,000	CVS HEALTH CORPORATION	23,957.03	0.00	0.00	0.00	0.00	23,957.03	0.00	528.75	(528.75)	0.00	45,386.22	21,040.77	44,997.80						
445,000	DANAHER CORP	29,311.69	0.00	0.00	0.00	0.00	29,311.69	0.00	251.44	(251.44)	0.00	35,068.45	15,633.31	44,945.00						
0.000	DAVITA HEALTHCARE PARTNERS INC.	30,084.90	0.00	0.00	29,470.21	(614.69)	0.00	0.00	0.00	0.00	0.00	32,560.92	(0.00)	0.00						
190,000	DOMINOS PIZZA INC.	0.00	21,884.07	0.00	0.00	0.00	21,884.07	0.00	262.20	(262.20)	0.00	0.00	3,078.13	24,962.20						
0.000	DUKE ENERGY CORP NEW	24,258.47	0.00	0.00	25,328.26	1,069.79	0.00	0.00	816.75	(816.75)	0.00	21,457.30	(0.00)	0.00						
0.000	DUKE ENERGY CORP NEW	0.00	36,172.00	0.00	0.00	0.00	36,172.00	0.00	265.00	(265.00)	0.00	0.00	(832.00)	35,340.00						





MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

				PRINCIPAL				INCOME				PRINCIPAL ONLY			
# SHS	HOW INVESTED	DESCRIPTION OF INVESTMENT	BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE
0 000	ELI LILLY & CO		0 00	31,207.15	0 00	28,648.47	(2,558.68)	0 00	0 00	373.70	(373.70)	0 00	0 00	0 00	0 00
1,200 000	EVERSOURCE ENERGY		0 00	67,220.90	0 00	0 00	0 00	67,220.90	0 00	445.00	(445.00)	0 00	0 00	4,659.10	71,880.00
0 000	EXPRESS SCRIPTS INC.		6,472.20	0 00	0 00	22,005.71	15,533.51	0 00	0 00	0 00	0 00	24,566.99	24,566.99	0 00	0 00
1,600 000	EXXON MOBIL CORP		12,652.95	96,206.89	0 00	0 00	0 00	108,859.84	0 00	2,220.00	(2,220.00)	38,302.47	38,302.47	41,124.16	149,994.00
260 000	FACEBOOK		0 00	25,710.15	0 00	0 00	0 00	25,710.15	0 00	0 00	0 00	0 00	0 00	4,002.65	29,712.80
250 000	FACISET RESEARCH SYSTEM INC		0 00	38,609.50	0 00	0 00	0 00	38,609.50	0 00	125.00	(125.00)	0 00	0 00	1,745.50	40,355.00
305 000	FISERV INC.		20,911.09	0 00	0 00	0 00	0 00	20,911.09	0 00	0 00	0 00	23,260.61	23,260.61	12,251.56	35,162.65
0 000	GENERAL DYNAMICS		24,675.61	0 00	0 00	38,432.63	13,757.02	0 00	0 00	792.40	(792.40)	36,528.41	36,528.41	0 00	0 00
1,000 000	GENERAL ELECTRIC		19,110.59	69,678.05	0 00	0 00	0 00	88,738.64	0 00	648.60	(648.60)	17,247.02	17,247.02	5,701.36	94,440.00
0 000	GENERAL MILLS INC.		19,163.31	6,724.51	0 00	0 00	0 00	878.30	0 00	878.30	(878.30)	19,238.71	19,238.71	0 00	0 00
1,000 000	GENUINE PARTS CO		0 00	97,222.00	0 00	0 00	0 00	97,222.00	0 00	0 00	0 00	0 00	0 00	4,028.00	101,250.00
0 000	GOOGLE INC. CL A		10,780.30	(10,780.30)	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	(0 00)	0 00
0 000	GOOGLE INC. CL C		10,725.02	(10,725.02)	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
0 000	HANESBRANDS INC.		6,734.68	0 00	0 00	24,286.53	17,551.85	0 00	0 00	80 00	(80 00)	24,543.05	24,543.05	0 00	0 00
260 000	HARRIS CORPORATION		20,548.35	0 00	0 00	0 00	0 00	20,548.35	0 00	520.00	(520.00)	18,411.52	18,411.52	1,151.05	21,694.40
600 000	HOMER DEPOT INC.		0 00	80,049.82	0 00	0 00	0 00	80,049.82	0 00	517.50	(517.50)	0 00	0 00	(3,435.42)	76,614.00
0 000	HONEYWELL INTL INC.		0 00	37,263.39	0 00	0 00	0 00	37,263.39	0 00	357.00	(357.00)	0 00	0 00	9,448.61	40,712.00
350 000	ILLINOIS TOOL WORKS		0 00	21,259.98	0 00	0 00	0 00	21,259.98	0 00	121.00	(121.00)	0 00	0 00	1,655.22	22,915.20
220 000	INTERPUBLIC GROUP COS INC		0 00	19,186.56	0 00	0 00	0 00	19,186.56	0 00	120.00	(120.00)	0 00	0 00	(706.56)	18,480.00
800 000	JOHNSON & JOHNSON		30,612.22	46,457.06	0 00	10,195.24	3,401.23	31,646.23	0 00	1,295.00	(1,295.00)	35,893.84	35,893.84	14,634.73	84,910.00
700 000	JOHNSON & JOHNSON		31,646.23	0 00	0 00	0 00	0 00	31,646.23	0 00	1,056.00	(1,056.00)	37,433.30	37,433.30	5,637.77	37,284.00
600 000	JPMORGAN CHASE		15,947.50	41,718.15	0 00	0 00	0 00	57,665.65	0 00	732.00	(732.00)	14,635.50	14,635.50	11,074.35	68,740.00
500 000	KIMBERLY CLARK		19,556.77	0 00	0 00	15,731.37	(3,825.40)	0 00	0 00	74.00	(74.00)	17,554.78	17,554.78	0 00	0 00
0 000	LEGG MASON INC.		0 00	89,449.50	0 00	0 00	0 00	89,449.50	0 00	525.00	(525.00)	0 00	0 00	(777.00)	88,672.50
750 000	M & T BANK CORP		0 00	89,449.50	0 00	0 00	0 00	89,449.50	0 00	799.60	(799.60)	33,411.54	33,411.54	15,556.70	43,814.40
640 000	MARSH & MCLENNAN COMPANIES		28,257.70	0 00	0 00	0 00	0 00	28,257.70	0 00	445.00	(445.00)	0 00	0 00	(1,969.98)	84,238.00
700 000	MCDONALDS CORP		0 00	86,207.98	0 00	0 00	0 00	86,207.98	0 00	175.95	(175.95)	0 00	0 00	0 00	0 00
0 000	MCDONALDS CORP		0 00	24,229.23	0 00	26,316.44	2,087.21	0 00	0 00	278.94	(278.94)	0 00	0 00	0 00	0 00
0 000	MCGRAW-HILL FINANCIAL INC.		27,806.09	0 00	0 00	24,494.45	(3,311.58)	0 00	0 00	0 00	0 00	26,997.76	26,997.76	0 00	0 00
0 000	MEDTRONIC PLC SHS		0 00	95,221.80	0 00	0 00	0 00	95,221.80	0 00	0 00	0 00	0 00	0 00	8,902.20	104,124.00
1,200 000	MERCK & CO INC NEW		0 00	56,973.10	0 00	0 00	0 00	56,973.10	0 00	0 00	0 00	0 00	0 00	636.90	57,610.00
1,000 000	MICROSOFT CORP		35,136.61	22,459.45	0 00	0 00	0 00	57,596.06	0 00	1,508.15	(1,508.15)	44,105.62	44,105.62	21,717.44	75,113.50
1,550 000	MONSTER BEVERAGE CORP NEW		19,968.62	0 00	0 00	35,350.88	15,382.21	0 00	0 00	0 00	0 00	33,934.06	33,934.06	0 00	0 00
1,000 000	NESTLE S A SPONSORED ADR REPSTG REG SHS		0 00	74,160.00	0 00	0 00	0 00	74,160.00	0 00	820.00	(820.00)	22,564.85	22,564.85	17,656.25	32,600.00
250 000	NEXTERA ENERGY INC. COM		14,943.75	0 00	0 00	0 00	0 00	14,943.75	0 00	491.20	(491.20)	45,750.46	45,750.46	0 00	0 00
0 000	NIFE, INC. CLASS B		37,889.15	0 00	0 00	55,457.91	17,568.76	0 00	0 00	143.25	(143.25)	0 00	0 00	0 00	0 00
0 000	NORLE CORP PLC		0 00	12,093.17	0 00	11,383.34	(709.83)	0 00	0 00	0 00	0 00	0 00	0 00	4,186.07	57,757.00
700 000	NOVARTIS AG SPONSORED ADR		0 00	53,570.93	0 00	0 00	0 00	53,570.93	0 00	319.82	(319.82)	27,866.48	27,866.48	0 00	0 00
0 000	NVIDIA CORP		31,203.09	0 00	0 00	45,122.24	13,919.15	0 00	0 00	0 00	0 00	19,350.24	19,350.24	6,114.48	36,869.60
0 000	O'REILLY AUTOMOTIVE INC NEW		20,509.98	10,245.14	0 00	0 00	0 00	30,755.12	0 00	180.00	(180.00)	17,185.29	17,185.29	0 00	0 00
136 000	OCCIDENTAL PETROLEUM CORP		24,007.70	0 00	0 00	17,564.42	(6,443.28)	0 00	0 00	0 00	0 00	25,782.35	25,782.35	27,336.09	31,782.00
0 000	PFIZER INC		10,491.25	48,410.42	0 00	0 00	0 00	58,901.67	0 00	1,202.10	(1,202.10)	16,825.33	16,825.33	11,518.33	70,420.00
300 000	PFIZER INC		10,576.90	0 00	0 00	24,064.67	13,487.87	0 00	0 00	1,015.00	(1,015.00)	18,455.78	18,455.78	0 00	0 00
2,000 000	PHILIP MORRIS INTL		23,983.29	64,170.90	0 00	0 00	0 00	88,134.19	0 00	734.40	(734.40)	31,704.51	31,704.51	1,394.81	89,529.00
1,100 000	PNC FINANCIAL SERVICES GROUP		0 00	53,283.30	0 00	0 00	0 00	53,283.30	0 00	0 00	0 00	0 00	0 00	56,195.00	56,195.00
500 000	PRAXAIR INC		30,058.52	0 00	0 00	35,782.42	5,723.90	0 00	0 00	336.60	(336.60)	34,011.86	34,011.86	0 00	0 00
0 000	ROCKWELL COLLINS INC		0 00	79,524.99	0 00	0 00	0 00	79,524.99	0 00	658.00	(658.00)	90,750.81	90,750.81	4,875.01	78,400.00
1,400 000	ROYAL DUTCH SHELL PLC SPONSORED ADR CL B		0 00	0 00	0 00	11,289.01	1,899.43	0 00	0 00	0 00	0 00	0 00	0 00	9,036.90	27,404.00
155 000	SCHEN HENRY INC.		27,982.68	0 00	0 00	0 00	0 00	66,161.92	0 00	0 00	0 00	(920.92)	(920.92)	0 00	65,241.00
825 000	SCHLUMBERGER		0 00	66,161.92	0 00	0 00	0 00	66,161.92	0 00	0 00	0 00	0 00	0 00	5,035.00	87,617.50
2,750 000	SVENSKA CELLULOSA AB SP ADR		0 00	82,882.50	0 00	0 00	0 00	82,882.50	0 00	405.90	(405.90)	24,273.27	24,273.27	0 00	0 00
0 000	TE CONNECTIVITY LTD		18,637.44	0 00	0 00	25,220.18	6,582.74	0 00	0 00	962.00	(962.00)	21,025.75	21,025.75	13,856.50	40,722.50
650 000	TEXAS INSTRUMENTS		19,696.75	0 00	0 00	0 00	0 00	19,696.75	0 00	96.00	(96.00)	19,115.88	19,115.88	0 00	23,641.60
160 000	THERMO FISHER SCIENTIFIC INC.		9,795.10	0 00	0 00	0 00	0 00	9,795.10	0 00	551.25	(551.25)	40,240.62	40,240.62	0 00	0 00
0 000	TIME WARNER INC		30,632.10	0 00	0 00	38,299.51	7,517.41	0 00	0 00	560.80	(560.80)	34,117.93	34,117.93	21,783.15	61,784.00
1,500 000	UNITED TECHNOLOGIES CORP		21,505.70	18,495.15	0 00	0 00	0 00	40,000.85	0 00	465.12	(465.12)	20,938.06	20,938.06	2,816.55	70,410.00
0 000	UNITEDHEALTH GROUP INC.		13,612.34	0 00	0 00	20,387.83	6,775.29	0 00	0 00	541.87	(541.87)	28,649.99	28,649.99	0 00	36,006.00
285 000	UNITEDHEALTH GROUP INC.		29,724.88	0 00	0 00	0 00	0 00	29,724.88	0 00	440.00	(440.00)	0 00	0 00	(1,831.36)	69,800.00
800 000	UNION PACIFIC CORPS		0 00	71,631.36	0 00	0 00	0 00	71,631.36	0 00	0 00	0 00	0 00	0 00	0 00	50,412.50
4,750 000	US BANCORP INC.		0 00	54,062.00	0 00	0 00	0 00	54,062.00	0 00	0 00	0 00	0 00	0 00	(3,649.50)	50,412.50



MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

PRINCIPAL										INCOME			PRINCIPAL ONLY	
# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE	
690 000	V F CORP	0.00	38,630.10	0.00	0.00	0.00	38,630.10	0.00	222.00	(222.00)	0.00	(1,736.10)	36,894.00	
0 000	VALERIO ENERGY CORP NEW	24,057.83	7,890.26	0.00	32,610.74	662.65	0.00	0.00	802.50	(802.50)	23,919.71	(0.00)	0.00	
2,000 000	VERIZON	16,247.96	83,496.24	0.00	0.00	0.00	99,744.20	0.00	688.80	(688.80)	17,595.29	11,935.80	111,680.00	
660 000	VISA INC.	14,520.28	0.00	0.00	0.00	0.00	14,520.28	0.00	356.40	(356.40)	40,805.95	34,431.92	48,952.20	
390 000	WALSCO INC	0.00	41,134.98	0.00	0.00	0.00	41,134.98	0.00	0.00	0.00	0.00	1,072.02	42,207.00	
1,250 000	WEC ENERGY GROUP INC	0.00	70,802.88	0.00	0.00	0.00	70,802.88	0.00	618.75	(618.75)	0.00	10,822.12	81,625.00	
1,800 000	WELLS FARGO & COMPANY	18,584.32	48,673.16	0.00	0.00	0.00	67,213.48	0.00	1,376.00	(1,376.00)	40,597.09	17,980.52	85,184.00	
0 000	WYNDHAM WORLDWIDE CORP	24,995.33	0.00	0.00	30,360.02	5,364.69	0.00	0.00	529.30	(529.30)	29,788.80	0.00	0.00	
990 000	XYLEM INC	0.00	37,984.50	0.00	0.00	0.00	37,984.50	0.00	139.41	(139.41)	0.00	2,200.50	40,185.00	
550 000	3M CO	0.00	92,724.87	0.00	0.00	0.00	92,724.87	0.00	555.00	(555.00)	0.00	3,591.13	96,316.00	
MUTUAL FUNDS														
0 000	ISHARES MSCI EAFE ETF	207,138.52	0.00	0.00	185,401.95	(21,736.57)	0.00	0.00	5,053.30	(5,053.30)	182,386.81	0.00	0.00	
0 000	ISHARES NASDAQ BIOTECHNOLOGY ETF	9,421.97	0.00	0.00	19,975.46	10,553.49	0.00	0.00	13.11	(13.11)	23,780.59	0.00	0.00	
0 000	ISHARES S&P GROWTH ETF	313,374.20	0.00	0.00	521,439.17	208,114.97	0.00	0.00	6,233.09	(6,233.09)	471,755.75	0.00	0.00	
0 000	ISHARES US OIL EQUIP & SVCS ETF	32,422.30	0.00	0.00	19,743.37	(12,678.93)	0.00	0.00	106.27	(106.27)	23,207.29	0.00	0.00	
0 000	ISHARES US REAL ESTATE ETF	60,768.20	0.00	0.00	76,157.83	15,389.63	0.00	0.00	2,531.06	(2,531.06)	65,648.23	0.00	0.00	
0 000	IPMORGAN DISCIPLINED EQUITY INSTL	133,372.80	0.00	5,434.43	122,472.00	(16,335.23)	(0.00)	0.00	1,326.40	(1,326.40)	124,525.65	0.00	0.00	
0 000	SELECT SEC SPDR MATLS	44,175.47	0.00	0.00	51,709.13	7,533.66	0.00	0.00	784.93	(784.93)	48,831.46	0.00	0.00	
0 000	SELECT SECTOR SPDR ENERGY	0.00	31,079.31	0.00	34,206.17	3,126.86	0.00	0.00	415.09	(415.09)	0.00	0.00	0.00	
0 000	SPDR S&P MIDCAP 400 ETF TR	179,577.00	0.00	0.00	348,898.22	169,321.22	0.00	0.00	4,737.13	(4,737.13)	327,007.38	0.00	0.00	
0 000	SPDR S&P 500 ETF TRUST	111,476.74	0.00	0.00	172,101.14	60,624.40	0.00	0.00	3,567.85	(3,567.85)	156,364.56	0.00	0.00	
0 000	TEMPLETON GLOBAL BOND ADVISOR #616	188,405.66	0.00	0.00	163,155.54	(25,250.12)	(0.00)	0.00	4,619.69	(4,619.69)	160,193.73	0.00	0.00	
0 000	TEMPLETON INSTITUTIONAL FOREIGN	160,974.94	0.00	0.00	154,861.33	(6,113.61)	(0.00)	0.00	3,985.67	(3,985.67)	166,271.75	0.00	0.00	
0 000	VANGUARD ADMIRAL GNMA FUND #536	318,820.89	0.00	88.33	318,949.02	39.80	(0.00)	0.00	7,871.38	(7,871.38)	289,247.54	0.00	0.00	
17,667.351	VANGUARD ADMIRAL INTER TERM FD #571	177,961.75	0.00	598.58	0.00	0.00	178,560.33	0.00	5,354.53	(5,354.53)	157,883.39	(473.43)	178,086.90	
37,870.642	VANGUARD INTER-TRM BD INDX ADM #5314	433,990.29	0.00	1,319.63	0.00	0.00	435,309.92	0.00	11,517.59	(11,517.59)	390,362.20	13,999.31	449,309.23	
15,224.343	VANGUARD S/I INVESTMENT-GR AMD #539	162,883.88	0.00	30.44	0.00	0.00	162,914.32	0.00	3,709.37	(3,709.37)	149,398.80	1,051.85	163,966.17	
										182,553.63	(279,366.14)	6,955,231.70	382,543.40	7,354,013.63
												248,571.97		
PORTION ALLOCABLE TO INCOME												124,442.56		(124,442.56)
BALANCE PER MS9												373,014.53		7,229,571.07





## DERRY PUBLIC LIBRARY

Fiscal Year 2016 was a full year for the Derry Public Library (DPL). We continued to focus on professional development, community outreach and partnering with other Town Departments.

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In FY16 the Library served Derry residents who borrowed materials and also those who used our public space to visit with friends, attend programs, go online, submit job applications or complete tests on our public computers, read newspapers, or simply sit in our café area and take advantage of the library wifi.

Nurturing the use of public space in this way is connected to the idea of a “third place” in the community. There’s home, there’s the workplace, and then there are third places where people of all ages and from all economic and social walks of life can be together in a comfortable setting. The Derry Public Library is not only a library, but a valuable “third place” in the Derry community.

In FY16 we had 127,697 visits to the building and over 15,000 individuals held DPL cards. The Library was open on average 59 hours a week and visited on average, 442 times each open day. Nearly 190,000 items were checked out from the Library collection during the fiscal year.

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As has been the case for many years, an integral part of the services we offer Derry residents is our membership in the GMILCS Library Consortium. This membership gives Derry residents access, both physically and through the electronic catalog, to the libraries of Amherst, Bedford, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, New England College and the New Hampshire Institute of Art.

Being part of the GMILCS Consortium not only offers our residents easy access to the eleven other member libraries, but also enables us to take advantage of cost savings through bulk purchases of materials, electronic subscriptions and technology.

### **Derry Public Library Staff**

In FY16 the Library continued to focus on professional development that nurtured learning, leadership and professionalism. Involvement in the Derry and the New Hampshire library communities were an integral part of our process.

In FY16 I continued to serve as treasurer of the New Hampshire Library Association (NHLA) and treasurer of the GMILCS Library Consortium. I also continued to serve on the Advisory Board of the New Hampshire Center for the Book at the New Hampshire State Library and as an



ex-officio member of the Derry Friends of the Libraries. In September 2015 I was appointed to the Board of Trustees of the Robert Frost Farm and in January 2016 I was appointed to the Board of Directors of the Greater Derry/Londonderry Chamber of Commerce.

Assistant Director Susan Brown and I partnered to present a well-attended program we called “The Accidental HR Manager” at the New England Library Association Conference in October 2015. The presentation was an overview on aligning library practice with HR best practices, specifically managing your library’s personnel files, avoiding problems during job interviews, and tips for improving your library’s performance evaluation process.

In May 2016 I completed the Human Resources Manager certificate I had been working towards at University of New Hampshire. I want to thank the DPL Trustees and the New Hampshire Library Trustee Association for their support.

In August 2015 DPL Teen Librarian Erin Robinson released her fourth book for young teens, *Keepers of the Labyrinth* (Philomel Books). From the Booklist review: “*Greek mythology provides the frame for this exciting amalgam of action, friendship, and girl-detective fiction. In a refreshing departure from the norm, here is a fully fleshed page-turner of a girl-quest without a hint of romance—just smart girls unraveling the mysteries of the maze while trying to stay alive.*” *Keepers of the Labyrinth* was featured at the New Hampshire Table at the 2016 National Book Festival in Washington DC.

In August 2015 Head of Children’s Services Nicole Giroux participated in the week-long New England Library Leadership Symposium. The application process was competitive and we were quite happy when Nicole was selected.

Head of Children’s Services Nicole Giroux and Teen Services Librarian Erin Robinson attended the American Library Association midwinter conference in Boston, bringing back knowledge that they then shared within the Library.

The theme of the Library’s annual All-Staff Development Day in January 2016 was “Serving in a Garden of Technological Plenty.” In the morning we hosted GMILCS Library Consortium Administrator Marilyn Borgendale for training on new circulation software. This was followed by a presentation by DPL Circulation staff on customer service, and then a technology self-assessment exercise designed by DPL Assistant Director Susan Brown that took staff through each of the Library departments.

Library staff members that were leaders in either GMILCS committees or NHLA sections were Head of Children’s Services Nicole Giroux, Technical Services Assistant Jessica Drouin, Communications Director Meryle Zusman, and Head of Adult Services Susan Brown.

DPL staff that continued to participate in the NHLA Paralibrarian program include Jessica Drouin, Meryle Zusman, Jackie Monaghan and Sandy Munn.





I am very proud of the Derry Public Library staff – they are the heart of the Library and make us the place that we are.

### **Derry Public Library Building**

One of my FY16 goals was to update the Library's Capital Improvement Plan (CIP). I received support from Derry DPW in putting together a RFP for a vendor to do a facilities assessment and analysis. All proposals came in higher than expected so the Library instead partnered with Derry DPW to create the CIP. I want to especially thank Mike Fowler, Alan Cote and Ron Robinson for their assistance. Development of the Library's CIP was still in process at the end of FY16.

In the spring of FY16 the DPL Trustees and I began researching how to update the first floor lights, which are still using metal halide bulbs. Converting to LED would improve the lighting for the staff and public on the first floor and result in substantial savings in energy costs. This is a process that has extended into FY17.

### **Programs and Partnerships**

**Library Programs** – In FY16 the Library offered 543 programs targeting a variety of audiences. Attendance at Library programs was 9,117 and DPL programs were regularly featured in the Derry News, the Nutfield News and the Eagle Tribune.

**Partnerships with Town Departments** – The Library continues to productively cooperate with Town departments including Administration, Human Resources, Finance, Public Works, IT, Town Clerk, Cable and Parks & Recreation. I am grateful for the skilled staff working for the Town of Derry and am always impressed with their expertise and kindness.

**Partnerships in the Community** – Part of the core mission of the Derry Public Library is outreach to the Town and Library community and it's something that happens every day the Library is open. I'd like to highlight a few outstanding instances that occurred this fiscal year. Our programming is financially supported by the Trustees, the Friends of the Derry Libraries and community businesses:

- **Protecting Patron Confidentiality and Privacy in Public Libraries** – In April 2016 the Library offered a workshop entitled "Protecting Patron Privacy" to all New Hampshire library directors and trustees. Speakers included Methuen MA Library Director Krista McLeod, ACLU Director Devon Chaffee and a panel of New Hampshire librarians including our own Meryle Zusman and Jess Drouin.





Topics covered included why protecting patron confidentiality and privacy is an important part of what public libraries do, ways to respond to requests for patron information and ways to protect confidentiality and privacy in your library. Forty three individuals attended and one of the outcomes of the program was that the NHLA revived its Intellectual Freedom Committee.

- **Bridge Programs** – Head of Children’s Services Nicole Giroux and Teen Librarian Erin Robinson partnered to offer what we called “bridge programs” for children ages 10-13. These programs were designed to support children as they move from using the children’s room to using the teen collection on the first floor. Examples of FY16 Bridge programs include a Harry Potter Club, which was an after-school program with activities related to the Harry Potter books; a Minecraft Club and a Cupcake Wars program, where tweens decorated cupcakes to be judged by the group, with the winners receiving a “pupcake” donated by Carina’s Cakes.
- **1,000 Books Before Kindergarten** - In September 2015 the DPL Children’s Room partnered with the NHLA Children’s Section and the NH State Library to offer the 1,000 Books Before Kindergarten program. 1,000 Books Before Kindergarten is a nationwide early literacy initiative that encourages families to read to their young children and to use the resources available to them at their public libraries. Progress is tracked by the Library; parents who read 1,000 stories to their birth-age 6 children receive a 1,000 Books Before Kindergarten canvas book bag.
- **Derry Author Fest** – On April 2, 2016 we held our second annual Derry Author Fest. The FY16 theme was “The Writer’s Toolbox.” Sixteen authors, publicists, agents and illustrators shared their expertise on memoir writing, industry tips, world building for romance novels, writing historical novels and more. The day was very successful with 263 attendees. I want to acknowledge the work of Teen Librarian Erin Robinson, who is our Author Fest organizer.

Digital materials, online services and public computers continue to be an important part of what we offer the residents of Derry. Following are some of the highlights from FY15

- **Public Access Computers** - The DPL remains the only place in town where residents who don’t own a computer or have Internet access can use both at no charge. The Digital Divide is real, and every day we see library users who can’t afford to purchase a computer or pay for Internet service using the DPL equipment. A computer and Internet access are necessary for most job applications, filing taxes, and as of December 2014, filing forms for the 10<sup>th</sup> District Court located in Derry.



- **Digitizing the Derry News** - In FY16 the Library received a generous gift of \$4,200 which was part of a larger gift made by the Calvary Baptist Church to the Town of Derry. The Library used the gift to digitize The Derry News from Jan. 1909 – Dec. 1973, the Derry Enterprise from Oct 1905-March 1919, and the Derry Times from July 1889 - May 1908. These papers are now available to view and search online through the DPL website and are in use by genealogists, history buffs and researchers.
- **Forest Hill Cemetery Database** - We continued to forge ahead working with Derry Town Departments and the Derry Heritage Commission to build an accessible, comprehensive database filled with information related to the Forest Hill Cemetery. This includes location information for every grave, along with GPS coordinates and a photo, plus links to obituaries, related news articles and Town Reports. This will clearly be a work in progress for some time, as we are pulling together information from disparate sources, verifying names and dates, and entering data with the help of many volunteers.
- **Digital Obituary Index to the Derry News** – In FY16 Reference Librarian Luke Thompson built a digital index to Derry News obituaries, accessible through the DPL website. Researchers can now use the index to locate an obituary, and then search for it in the online version of the Derry News.
- **Digital eBooks & eAudiobooks** - DPL continued to offer digital eBooks and digital eAudiobooks for library users to borrow and download to their personal electronic devices. Through the New Hampshire State Library and the GMILCS Library Consortium, in FY16 Derry Public Library cardholders had access to over 19,000 eBooks, 13,000 digital eAudiobooks and 15,000 eMagazines.

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Last but certainly not least, in March 2016 long-time Library Trustee Joan Crimlisk left the Board and we welcomed new Trustees Elizabeth (Liz) Greenberg and Pete Marcotte.

I am so happy to be working in Derry with this wonderful Board of Trustees and Library staff. We've accomplished much this year, and we continue make choices and decisions with Derry residents and taxpayers in mind.

Respectfully submitted,

*Cara Barlow*

Cara Barlow

Director, Derry Public Library





	STATISTICS						
	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY16
Items owned	112022	126387	117528	117228	115360	116897	107659
Circulation	245651	236401	219642	220407	215294	201114	189095
Holds/Reserves	33291	33637	33250	33088	31432	32117	15113
Registered Patrons	14215	17204	16717	16269	14716	13939	15113
Yearly Hours Open	3000	3000	3000	3000	3000	3000	3000
Hours open, weekly	59	59	59	59	59	59	59
Visitors	148304	155489	143973	143597	141483	132976	127967
Reference Questions	19032	17517	19038	16001	16564	14683	16063
Interlibrary loans	24787	27620	22991	21697	21835	22051	28226
Library Programs	357	348	482	531	524	488	543
Program Attendance	10818	7645	10298	12429	11142	9960	9117
Meeting Room Usage	274	149	115	140	142	154	188
Volunteer Hours	126	505	194	425	443	506	572
Computer Usage	23718	22619	20230	21158	20324	18425	16740



## TAYLOR LIBRARY

### **PROGRAMMING:**

Once again we have completed another successful year of programming for the children and adults. Our Adult Book Group continues to hold steady with anywhere from sixteen to twenty-two member attending each month. We meet the second Monday of each month from September through May. We take the month of December off and the whole summer. The group picks the book each month and someone volunteers to make refreshments. We interlibrary loan the book of the month so members do not have to purchase books. Where else can you go out for a free evening with good company and food? Call the library for more information and to register.

Author Brendan Dubois came to our May Book Group and talked to us about his new books and his new venture with Author James Patterson. He is always fun to have visit us.

Our preschool hours continue to be popular with the Tiny Tot Group leading the way. We offer four story hours per week for children ages six months through five years old. We offer two groups of Tiny Tots (ages 6 months-two years old) and two groups for ages two years old through five years old. The Tiny Tot group includes stories, music, rhymes, instruments and dancing for the little ones. We change the rhymes and stories according to the season.

The other two story hours for ages two through 5 are theme based story hours with stories and a craft to go along with the story.

We have continued to offer our Lego Club this past year. It is very popular with children ages four and up. We offer this club in a six week block of time year round. Each week we have a different theme for the children to use to build their creations. At the end of the hour, they can display their creation on a special shelf for everyone to see. We have a following of children who come to the library on Sunday to use the Legos.

We continue to offer special evening story hours for the children who have gone off to school and can't attend our weekly story hours. This past year we offered a Halloween, a St. Patrick's Day and a Valentine Day Story Hour. The children enjoyed stories, a craft and refreshments. These were run by our teen volunteers.

At Christmas we once again offered our popular Polar Express Story Hour. This past year was our 15<sup>th</sup> year we have offered the children a ride to the North Pole on our Polar Express. All three evenings were full and we had a wait list for children hoping to get into the story hour. They climb aboard the train for the magical ride to the North Pole where they get to meet Santa Claus who gives each child the first gift of Christmas (silver bell). After Santa leaves, the children enjoy hot chocolate and cookies served by the elves. Each night of Polar Express, a lucky child wins a Polar Express Gift Pack. The Small intimate setting of the Taylor Library is a perfect backdrop for our annual trip to the North Pole.

Marge Palmer once again offered her Holiday Readings for adults in December. We had a full house for that evening. The fireplace and candles were lit as the lights were dimmed. Everyone



enjoyed Holiday stories which got us in the mood for the coming season. Staff and Trustees baked goodies for refreshments. A big thank you to the Friends of the Derry Libraries for the help with this program. It is most appreciated.

We continued to offer our summer reading program to the children of Derry. We offered thirty-three programs which included story hours for all ages and craft programs. The ever popular Carnival night was held in our parking lot where the children played games, won prizes and were served refreshments. This year we had a special treat for the children. Derry Fire sent a fire truck for the children to climb aboard. The firemen showed the children their equipment on board the truck. Each child received a plastic fire hat. We once again had a full house for the Dolly and Me Tea Party and the Teddy Bear Sleepover. We would like to again thank Canobie Lake Park and Sal's Pizza for their generous donations they gave us for our summer reading prizes.

This past year we welcomed the Cub Scouts and Boy Scouts from Troop 405 in East Derry. They visited the library and used our flag pole to do a flag ceremony as part of their badge requirements.

Nutfield Cooperative School made several field trips to visit us this year. We read them several books and they were able to explore the library and check out books to take back to their classrooms.

During the past year, we had 281 programs which served 4,359 children and adults. We now have 3,132 card holders.

Our Sunday hours continue to be popular with our patrons. We are open from 10-3 each week. We have a following of children who come in and play with the Legos or some families have brought in board games. Each week we offer a craft, coffee, tea and hot chocolate when it is cold out and a special baked goodie of the week. Come in for a visit and check out your favorite author.

## **BUILDING**

This past year we had to have our bathroom floor replaced. A local business helped to defray the costs of this job. A big thank you goes out to them.

Thank you to the town of Derry for keeping our outside property looking great.

This year, we had a new sign built which displays different banners according to the seasons and we had one which advertised the Shepard Historical Display. Thanks goes to Richard Holmes who is taking care of this display in the library.

## **OTHER**

Once again on behalf of the trustees, I would like to thank the Town Council for voting in favor to fund us once again for another year. This is our 138<sup>th</sup> year of existence.

We continue to offer Interlibrary Loan services to our patrons. If you are looking for a particular book, CD, DVD or any format that a library in the state of New Hampshire is willing





to loan, we can attempt to get it for you. We have van service three times a week. We pick our loans up at the Derry Public Library and you then pick up your book at the Taylor Library. It is very rare we are unable to borrow a book.

We have three laptops for public use. Many patrons either use ours or bring their own and hook into our free Wi-Fi. Many patrons especially when they have no power at home will drive up to our parking lot and connect into our hotspot.

We continue to offer Library Passes to various museums in New Hampshire and Massachusetts. We offer the following passes:

Seacoast Science Museum-Rye

SEE Science Museum-Manchester

Children's Museum of NH-Dover

Museum of Fine Arts-Boston

Our website continues to be updated. Please check it out and browse our card catalog for all the books we have to offer. ([www.taylorlibrary.org](http://www.taylorlibrary.org))

On behalf of the Trustees and Staff at the Taylor Library, I would like to personally thank you for all your support over the years and invite you to stop in and visit the "Little Library on the Hill". You will certainly be surprised at what we have to offer here.

Respectfully submitted,

*Linda Merrill*

Linda Merrill, Director

Taylor Library



## BUILDING & PROPERTY MAINTENANCE COMMITTEE

The Building & Property Maintenance Committee met monthly to coordinate efforts to address blighted properties and seek opportunities for revitalization of specific properties. The Committee is comprised of representatives from Code Enforcement, DPW, Police, Planning, Fire, Town Council and members from the community. The Committee meets on the 3<sup>rd</sup> Tuesday of each month at the Derry Municipal Center.

Anywhere from 15-25 properties are listed for immediate attention including issues of broken windows, fire damaged structures and buildings in a general state of disrepair. The Committee seeks to work with property owners to address issues before initiating a court action. If unsuccessful, the Code Enforcement division will then use the enforcement powers granted to them through the International Property Maintenance Code and Chapter 30 – Building & Property Maintenance Code in the Town Code Book to achieve compliance of the relevant sections of the code.

Respectfully,

*Michael A. Fowler*

Michael A. Fowler, P.E.

Director of Public Works – Chairperson Building & Property Maintenance Committee





## BUILDING & PROPERTY MAINTENANCE COMMITTEE

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Respectfully,

*Michael A. Fowler*

Michael A. Fowler, P.E.

Director of Public Works – Chairperson Building & Property Maintenance Committee



## DERRY CONSERVATION COMMISSION

The Derry Conservation Commission continues its efforts to protect and preserve open space, do easement monitoring, conduct site reviews and walks as part of the TRC process, process dredge and fill permits and with the help of the Go Green subcommittee, conduct town wide cleanups, encourage and educate on recycling, promote environmental awareness and promote related activities.

A significant highlight of this year's efforts was the acquisition of a conservation easement on what is known as the Gunther/Nelson Property on Island Pond Road. The Commission worked with the Southeast Land Trust (SELT) to secure grant funding to help defray some of the costs in securing this conservation easement. This combination of two parcels abuts Ballard Pond and totals approximately 140 acres. It is directly across the pond from one of the recently acquired Low Property parcels. With this being one of the larger parcels to abut Ballard Pond, it will help preserve the integrity of this much enjoyed gem.

We also continue our partnership with the Southeast Land Trust (SELT) in conducting easement monitoring, with SELT reporting on the Corneliusen property, Doolittle property and Shepard Park. Members of the Commission along with the help of conduct reports on Broadview Farm, Cole Marsh, Weber forest, Quail Hill, Collette's Mountain as well as the privately held easements on Grinnell and the Rutter/Martin property.

The Community Gardens at Broadview Farm had another successful year despite ongoing drought conditions. Derry's own Farmer Phil, Phil Ferdinando, owner of J&F Farms prepared the garden space by tilling the area and providing 52 plots. All but 3 plots were utilized by gardeners this year. In addition to the tilling work for the gardens, Phil also hays the main field at Broadview Farm. This year the Commission discussed having him do it later in the season so as not to disturb spring nesting birds such as bobolinks which are abundant throughout the fields.

The Go Green Committee, which is a subcommittee of the Conservation Commission, continues to be very active on environmental issues. Liz Carver continues to head up this dedicated group of volunteers. This year they helped kickoff town wide cleanup efforts in both April and October with kickoff events at the Coffee Factory. In addition, they promoted/conducted guided tours of both Broadview Farm and Cole Marsh as well as an educational hayride conducted at J&F Farms hosted by Phil Ferdinando. A new event this year was a seed swap which was done with the help of the Derry Public Library.

Longtime Chairperson Margie Ives stepped down from that position this year but remains at the Commissions secretary. Her years as chair of the Commission were appreciated and recognized by all. Neil Wetherbee was nominated and elected Chair in April, with Paul Dionne and Eileen Chabot remaining in their positions as vice-chair and treasurer respectively. Membership on the



commission for this year includes the 4 aforementioned officers along with regular members Marius Zainea, James Degnan and Ric Buzzanga along with alternate members Peg Kinsella Brian DeSimone, Marc Vagos and William Ventura. District 2 Councilor Charlie Foote serves as Council liaison and regularly attends commission meetings and site walks. Deputy Town clerk Ruth Robinson also serves as our recording secretary.

Respectfully submitted,

Neil Wetherbee, Chairperson  
Derry Conservation Commission





## **DERRY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

The Derry Town Council created the Derry Economic Development Advisory Committee (“EDAC”) as an official town committee and appointed its initial slate of members in April 2016. The members of the EDAC are Terri L. Pastori (Chairperson), Andrew White (Vice Chairperson), Craig Cunningham (Secretary), Nicholas Del’Etoile, Catherine Taylor, Christina Gossel, Scott Graves, James Morgan (Town Council Liason), Stephen Daly (Acting Town Administrator), and George Sioras (Director of Planning Department). There are two vacant seats on the EDAC due to the recent resignations of Christopher Black and Steve Demattia. The EDAC is grateful to Chris and Steve for their efforts and work on the committee.

The EDAC’s vision statement is to assist in creating an environment that attracts robust businesses to Derry that meet the demand of our residents and the local workforce, and that inspires current and future businesses to succeed in our community of historic Main Street storefronts complimented by the convenience of larger retainers, industry and medical professionals. At its initial meetings, the EDAC established the following goals: Understand the wants and needs of the town; define the identity of the town; formulate an EDC plan to supplement an outdated master plan; hire an economic development manager; develop a vibrant social media presence, including a new Economic Development Facebook page ultimately owned by the Town; work on zoning with the planning board and Derry stakeholders; host signature events; and create a vision in order to position Derry for the development of Exit 4A.

To implement its goals, the EDAC developed teams, including a Survey Team, Communications & Marketing Team, Land Use Team, Retail, Food, & Hospitality Team, Commercial & Industrial Team, Downtown Team, and an Events Team. In the few short months since its implementation, the EDAC has (1) conducted a SWOT workshop to identify the Town’s strengths, weaknesses, opportunities, and threats and presented its results to the full EDAC and public; (2) persuaded the Town to add a link on its website of available commercial properties in Derry; (3) created a Town sponsored Derry Economic Development Facebook page and maintained the page with current and relevant information; (4) explored and recommended to the Town Council that it engage Buxton (or a similar company) to provide Derry with access to the market intelligence that retailers/restaurants use to make site selection decisions to give Derry the tools to showcase retail potential to prospective new businesses and to identify specific retailers and restaurants that match the shopping and dining preferences in the area and present a convincing case to those retailers to select Derry and thereby increase tax revenue and reduce retail leakage by keeping business transactions in Derry; and (5) provided feedback to the Town on RFPs related to economic development. In addition, the EDAC will participate in a joint workshop with the Town Council and the Planning Board to assess current zoning regulations and make recommendations for improvement in the zoning regulations. In addition, the Chair of the EDAC has been invited to, and will participate in, the vetting process for applicants for the Economic Development Manager position.



The EDAC meets monthly on the third Monday at 7:00 pm in the Town Council chambers, and all are welcome and encouraged to attend. Meetings are televised so that our community stakeholders are able to keep abreast of the EDAC's work and developments in the community. The EDAC routinely invites businesses and members of our community to present relevant information and provide feedback to the EDAC on matters that impact economic development. It receives updates at its meetings from the Planning Department, the Property & Maintenance Committee, NetZero Task Force, and Derry's Revolving Loan Fund among other committees and partners. For its October 2016 meeting, the EDAC intends to hold an open forum for local business owners.

The EDAC recognizes that it is difficult to objectively measure its successes and accomplishments. That being said, significant strides have been made in creating a positive and welcoming economic development climate in Derry. To that end, in recent months, Derry has seen several new businesses select Derry for their location and several of our existing businesses expand, which the EDAC views as favorable indicators of the economic climate in Derry. The EDAC looks forward to continuing its work in assisting with the creation of an environment that is attractive to businesses and commercial retention and development and in keeping with the values of our Town.

Respectfully submitted,

*Terri L. Pastori*

Terri L. Pastori, Chair  
Derry Economic Development Advisory Committee







DERRY  
Energy & Environmental  
Advisory Committee

**DERRY ENERGY & ADVISORY COMMITTEE**

**Members:**

Maureen Reno, Chair  
Marc Flattes, Vice Chair  
Cindy Peaslee, Secretary  
Thomas Cardon, Town Council liaison  
Marius Zainea, Member  
Anthony Marciano, Alternate  
Chris Cox, Alternate

**Background:**

Established by Town Council on Oct. 27, 2009  
First organizational meeting held Nov. 12<sup>th</sup>, 2009  
First official meeting held Dec. 7<sup>th</sup>, 2009  
Monthly Meetings are held on the third Monday.

**Fiscal Year 2016 Accomplishments:**

- Members participated in SNHPC's Solar Up Chester-Derry program through media and public outreach to recruit participants by engaging local reporters, utilizing social media and town website, hosting program launch event, and tabling at local farmer's market.
- Testified before the Town Council regarding the electricity cost savings of the proposed LED Streetlight Project on October 20<sup>th</sup>, 2015.
- Cleaned downtown municipal parking lots on October 3<sup>rd</sup>, 2015 and during town April Clean-up on April 23<sup>th</sup>, 2016.
- Co-hosted a Union of Concerned Scientists "Cooler Smarter" Presentation on March 31<sup>th</sup>, 2016 at the Marion Gerrish Community Center.
- Hosted the Jr. Solar Sprint Competition at Hood Middle School on June 4<sup>th</sup>, 2016.
- Engaged local media sources to inform the public on EEAC activities.
- Participated in Derryfest on September 19, 2015.

Respectfully submitted,

*Maureen Reno, Chair*

Maureen Reno, Chair  
Energy & Environmental Advisory Committee



## HERITAGE COMMISSION

The Heritage Commission was established to oversee the preservation of historical features and aspects of the town of Derry. Whether that is physical buildings artifacts, or locations, or the memory of people who have made Derry what it is today, the Heritage Commission takes great pride in being the stewards of this past. Our goal this year was to continue to bring new features and artifact of Derry's past to its Citizens as we gear up for the 300<sup>th</sup> Celebration of the founding of Nutfield in 2019.

As the keepers of Derry's history we continue to make it our goal to get the word out to the residents of Derry. We have added a number of items to our growing inventory of historical artifacts including a very rare Banjo Clock manufactured right here in Derry during the early 1900's. By placing artifact around the town in areas such as the Municipal Center, Taylor Library, and McGregor Library, we look to provide a view of these items in a non-traditional way. We again enjoyed a fully staffed Heritage Commission with members from all areas of town who volunteer to open the museum and work on ways to expand our reach, including speaking engagements at the Library and around the area. We are stewards of the Forest Hill Cemetery and the Town Historian is part of our group as someone that reports to the commission but has office hours for the townspeople to offer them insight into Derry's rich past. We would love to hear from you about ways we can expand our reach and visibility. The history that the museum contains is so rich and interesting; it must be seen to be appreciated. The have a new [www.derryhistorymuseum.org](http://www.derryhistorymuseum.org) and enjoy a nice following on Facebook! The Heritage Commission can be reached via e-mail at [DerryMuseum@gmail.com](mailto:DerryMuseum@gmail.com).

In closing, the Heritage Commission wishes to thank the residents of Derry for their generous donations of personal items that help us to preserve the history of our Town. We also wish to thank the Town Council, Town Administration and support staff for their help and support throughout the year.

Respectfully submitted,

*Karen Blandford-Anderson*

Karen Blandford-Anderson

Chairperson, Derry Heritage Commission



## DERRY HIGHWAY SAFETY COMMITTEE

The Derry Highway Safety Committee was originally conceived to provide a means to access State and Federal funds for safety needs of the Town. The Committee started in the late 1960's and received funds for ambulances, police vehicles, radar units and many more worthwhile projects that have funneled into the Town of Derry by the Committee.

The Committee meets every third Thursday of the month at 9:00 am at the Derry Municipal Center on the 2<sup>nd</sup> floor, Room 207. The public is welcome to attend any meeting. All safety requests must be submitted in writing and forms may be obtained at the Derry Municipal Center.

The Committee is comprised of citizens and department staff. The members include: Derry Police Chief, Edward Garone; Derry Fire Chief, Mike Gagnon; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are: Scott Savard, Chairperson, Walter Deyo, Randall Chase, Denise Christoni, John Potucek, Tom Landers, and Sharon Jensen as our Recording Clerk.

This past year, we reviewed 16 cases having to do with safety concerns. These issues ranged from the requests for crosswalks, street lighting, stop signs, speeding, fog & center lines, and site reviews of building projects to ensure public safety.

Citizens frequently attend meetings to voice their concerns regarding motorists speeding, street lighting request and signage that they felt the Town should be alerted to.

I would like to thank all the Departments for their assistance this past year.

Respectfully submitted,

*Scott Savard*

Scott Savard, Chairman





## DERRY HOUSING AND REDEVELOPMENT AUTHORITY

I am pleased to submit the 2016 Annual Report for the Derry Housing and Redevelopment Authority (DHRA). The DHRA currently administers 108 Section 8 Housing Choice Vouchers and owns 27 units of housing for low-income, elderly and disabled residents in Derry. Presently, the DHRA's waiting list for housing assistance contains 185 applicants. A person applying today for a Housing Choice Voucher can expect to wait approximately three years for assistance. Through the first eight months of 2016, the DHRA has accepted 66 applications while turning over 10 vouchers.

The DHRA is governed by a five member Board of Commissioners. Led by Chairman Robert DiNozzi, the Board is comprised of Jennifer Lague, Kristi Baillargeon, David Milz and Katie Mayes.

The 2015 fiscal year audit was conducted and the final report indicated no findings or compliance issues. Overall, the DHRA realized a loss of \$32,690 (before depreciation) for the 2015 fiscal year ending December 31.

It is important to note that in addition to the services provided to low-income residents of Derry, the DHRA plays a role in the economics of the town as well. In 2015, the DHRA made a total of \$692,097 in rental assistance payments to local landlords. Over the past four years, the DHRA has paid almost four million dollars in rental assistance to Derry landlords.

During the past year, both the Center for Life Management in Derry and Rockingham Community Action have continued in their collaborative efforts with the DHRA. The DHRA is now conducting all Housing Quality Standard inspections for the two organizations in relation to their own housing assistance programs.

We look forward to working in the coming year with the Town and other local agencies to continue to provide decent, safe and sanitary housing for low-income residents of the Town of Derry.

Respectfully submitted,

*Robert G. Fleig, PHM*  
Robert G. Fleig, PHM  
Executive Director



# NET ZERO

(NEWLY FORMED Temporary Advisory Board March 2016)

*Town Council Representative, Joshua Bourdon*

***Permanent Members***

Derry School District  
Pinkerton Academy  
Conservation Commission/Go Green  
Energy & Environmental Committee  
Economic Development Committee  
Derry Planning Board  
Parkland Medical Center  
Public Works

Ken Linehan  
Brewster Bartlett  
Mary Till  
Anthony Marciano  
Nicholas Del'Etoile  
David Granese  
John Burke  
Mike Fowler

***Appointed Member***

Jeff Moulton





## NET ZERO TASK FORCE

The Net Zero Task Force was formed in March of 2016 by the Derry Town Council to investigate, explore and achieve cost effective solutions for reduced energy use and sustainable energy development on town controlled property, municipal buildings, vehicles and schools, while developing a comprehensive plan to achieve the goal of "Net Zero" compliance by all key stakeholders by 2025.

The Task Force consists of one member from each of the following: Anthony Marciano from the Energy and Environmental Advisory Committee, Mary Till from the Conservation Committee/Go Green, Nick del'Etoile from the Economic Development Committee, Dave Granese from the Planning Board, Ken Linehan (Secretary) representing the Derry Cooperative School District, Brewster Bartlett from Pinkerton Academy, Will Stewart from the Greater Derry Londonderry Chamber of Commerce, Mike Fowler from the Derry Public Works Department, Josh Bourdon (Vice-Chairperson) as the Derry Town Council Liaison, John Burke from Parkland Medical Center, and Jeff Moulton (Chairperson) from the public.

The Task Force meets on a monthly basis on the third Thursday at 6pm in room 207 of the Derry Municipal Building.

The following goals were developed by the Task Force:

1. Determine current energy, electric, water use and waste. Based on these results, what does Derry need to do to accomplish Net Zero? Will Derry become an energy producer? What are the legal ramifications?
2. Determine what municipal, school and Pinkerton properties could be targeted for improvement and how will this be done?
3. Determine logical and stretch goals including short and long term.
4. Determine the costs and benefits to the community as a whole. Are there funds available from the State and Federal Government and utilities?

In the few months since the Task Force was formed, the following has been achieved:

1. **Adopted a common tool, the EnergyStar Portfolio Manager (ESPM), for benchmarking & evaluation of all school and town buildings.**
2. **Catalogued all state, federal and utility subsidies available for clean energy projects.**
3. **Reviewed Leadership in Energy & Environmental Design (LEED), a US Green Building Council initiative that has developed best practices in sustainable building design.**
4. **Benchmarked other Net Zero initiatives in other NH Towns.**
5. Derry Schools:
  - a. **Analysis and rankings of all buildings was completed.**



- b. **Presentation to Derry School Board on the analysis results and recommendation to proceed with the Honeywell Proposal for modernizing the school plant and reduces energy consumption by 38% (\$460,111/year in savings) was completed.**
  - c. Concern: \$9.3M Project was awarded without a competitive bid.
  - d. *Next Step: Meeting with Derry Schools administration to offer assistance in project implementation and maintenance.*
- 6. Town Buildings:
  - a. **Review of past energy conservation initiatives implemented by Public Works over last 10 years, with vetting from EEAC. Significant savings has already been achieved via:**
    - i. **Introduction of energy efficient capital improvement projects (insulation, windows, doors, lighting, etc.)**
    - ii. **Conversion to natural gas heating systems where available, eliminating reliance on oil and propane**
    - iii. **Implementation of Town wide effort (including schools) to competitive bids for third party (non-Eversource) electricity and heating oil, which started in 2006/7 (over \$1M in savings in the last 10 years)**
  - b. **Analysis and rankings of all buildings is complete.**
  - c. *Next Step: Project(s) identification of projects for further energy conservation and possible sources of renewable energy.*
- 7. Pinkerton Academy:
  - a. **Analysis of Pinkerton campus as a group of buildings (with plans to extend to individual buildings, pending implementation of submeters by the Administration) is complete. 29 buildings in total.**
  - b. *Next Steps: Meet with Pinkerton administration and facility personnel to present findings and recommend submetering. Develop specific recommendations for energy conservation and renewable energy projects.*
- 8. Overall Goal:
  - a. *Next Step: Recommendations to be developed for future Town Code implementation (new construction)*

Total power consumption for the Town, Derry Schools and Pinkerton is over 28MW of power, of which today, roughly 25% comes from renewable energy sources. The Net Zero Task Force intends to reduce this energy consumption significantly through energy conservation initiatives and to introduce, where feasible, renewable energy sources in place of carbon sources.

In order to implement the remaining steps and realize savings from these initiatives, we are planning to request that the Town Council change the 6 month trial period for the Task Force to an on-going committee.



Respectively submitted,

*Jeff Moulton, PE*

Jeff Moulton, PE

Chairman

*Josh Bourdon*

Josh Bourdon

Vice-Chairman





## PLANNING BOARD

Fiscal Year 2016 showed continued momentum with regard to commercial and residential development. The Planning Board reviewed seven subdivision applications resulting in the creation of 20 new residential units (down 47 from last year), three site plan applications creating 100,000 square feet of commercial space, two lot line adjustments, five voluntary mergers, and two amendments to existing approvals. The Board also recommended approval of a new town road, and did not review any multifamily applications. In addition, the Board extended six conditional approvals, attended one site walk, and held two condition compliance hearings. For the calendar year 2016, the Board has so far been informed of 20 Change in Use applications, which are businesses moving into existing storefronts in Derry; 2015 saw a total of 23 Changes in Use. As of the writing of this report at the end of August, the Planning Board has held 19 meetings since the last report. Please refer to the report of the Planning Department for additional details.

The Planning Board also held five workshops this year. The Board discussed and proposed additions to the General Commercial zone at Crystal and Lenox Road, and revised the driveway regulations. The Board also discussed the potential for Complete Streets regulations, but opted to table further discussion until the State Legislature finalizes its discussions on the matter. Future workshop topics include permitted uses, downtown zoning with an interest in sparking revitalization, and a continued look at potential changes to zoning definitions, designations, and any citizen rezoning requests. The all-volunteer Board does its best to recommend zoning changes and approve plans that are in the best interests of all the citizens of the Town of Derry. While not all decisions are universally popular, the Board makes its decisions based on the facts presented, operating under the rules of the State of New Hampshire.

In closing, I would like to thank the Board members who volunteer their time in service to the Town, the Acting Town Administrator, other Town Boards and Commissions, and Town department staff, particularly in the Planning, Public Works, Fire, Police and IT/GIS departments, who provide the Board with valued support and technical assistance.

Respectfully submitted,

*David Granese*

David Granese

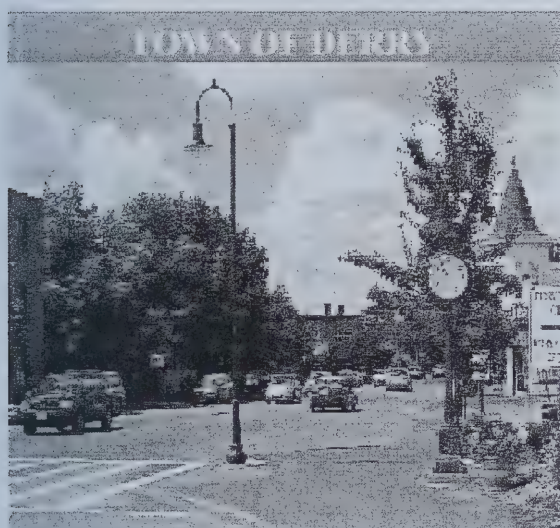
Chair, Derry Planning Board



# 2015 Report of the Southern New Hampshire Planning Commission



The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or

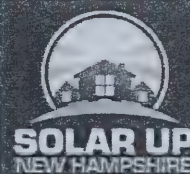


regulations, as well as local projects which pertain more exclusively to a specific community.

Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Derry during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 36 hours were spent by SNHPC staff working on the Planner's Roundtable Brown-Bag Sessions for the 15 municipalities in the region; equally dividing the total hours results in 2.4 hours of benefits that can be attributed to the Town.

No.	Hours	Project Description
1.	160	Assisted Emergency Management Director and Department Heads in completing update to the Town's Hazard Mitigation Plan. The Derry Hazard Mitigation Plan Update 2015 serves as a strategic planning tool for use by the Town of Derry in its efforts to reduce future losses from natural or man-made hazardous events before they occur;
2.	90	Conducted traffic counts at 38 locations and forwarded traffic data to the Town;
3.	60	Worked with town residents, volunteers and a solar installer to organize and implement Solar Up NH within the community. The program successfully helped 14 town residents obtain discount pricing for residential solar installations;







4.	48	Represented the interests of the Town on the CART Board of Directors and the CART Executive Committee;
5.	35	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region;
6.	30	Conducted a Signal Warrant Study for the intersection of NH 102/Maple Street;
7.	16	Fire Emergency Response Time Analysis – Mapped emergency response times for the town from each of the three existing fire stations using network analysis GIS software. This analysis showed what percentage of the Town's existing transportation network is covered by each time response increment. The analysis will help inform the Derry Fire Department in their strategic planing for future needs and/or capital improvements.
8.	13	Updated ITS Architecture for the Southern NH Planning Commission Region;
9.	12	Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities;
10.	11	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
11.	10	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through SNHPC's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
12.	5	Provided technical assistance and facilitation with the Mutual Sharing Committee and establish a regional electric purchasing cooperative with several other municipalities and school districts in the SNHPC Region. The combined savings for the first year will be \$287,462, or 24.4 percent. In addition to the significant savings, the majority of participants will be using at least 20 percent green energy.
13.	3	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment;
14.	2.6	Provided an opportunity for all SNHPC communities to participate in a unique project that studies various aspects of complete streets along with the opportunity to participate with a corresponding pilot policy project. Project to be completed on 2016;
15.	2.6	Applied for and awarded a competitive U.S. EPA funded Community Wide Brownfields Assessment Grant to be implemented in the region in 2016;
16.	2.4	Our Planner's Roundtable Brown-Bag Sessions provided multiple opportunities for community staff, volunteer commissioners, and other community stakeholders to come together and discuss "hot topics", participate in webinars, and attend multiple planning and land-use related events throughout the year;
17.	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
18.	2	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing the High Tech Corridor.
19.	.5	Provided a training opportunity for planning staff and land-use board volunteer to improve plan reading and analysis skills through a Site Plan Review Workshop.







Derry's Representatives to the Commission

Jeff Moulton  
Frank Bartkiewicz  
Joseph Donahue  
John O'Connor  
Elizabeth Burtis  
Joseph Donahue, Alternate

**Executive Committee Member:** Jeff Moulton - Treasurer





## ZONING BOARD OF ADJUSTMENT

The ZBA is a Quasi-Judicial board whose members are residents who reside only within the municipality. The members of the Derry ZBA are appointed by the Town Council.

We meet the first and third Thursday of the month, relative only if a case is brought before the board.

Typically an applicant who comes before the board will be requesting an administrative appeal, a variance, special exception or equitable waiver due to a desired use of both commercial and residential property that does not align with the zoning ordinance regulations.

For the calendar year listed, the ZBA heard 5 special exception cases and 30 Variance requests, of which 6 were applications that the applicant had more than 1 simultaneous requests for relief to develop or use their property.

As chairman of the ZBA I would like to recognize the support which the Code Enforcement and Planning Dept. give, making a strong working relationship between our board and the community.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Lynn P. Perkins", with a long horizontal flourish extending to the right.

Lynn P. Perkins  
Chairman





# DERRY TOWN CHARTER



Adopted: November 1984 (effective January 1, 1985)

Amended: 1988, 1991

Revised: 1993

Amended: 1994, 1995, 1996, 1999, 2001, 2002, 2003, 2004, 2005, 2012,  
9/2012 (effective 7/1/13), 7/2013 (effective 7/1/13)



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## **DERRY CHARTER**

### **PURPOSE**

The purpose of this Charter is to exercise the home rule power recognized under Part One, Article 39 of the Constitution of the State of New Hampshire, consistent with the general laws of the State.

### **ARTICLE 1**

#### **INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS**

##### **SECTION 1.1 Incorporation**

The inhabitants of the Town of Derry shall continue to be a body politic and corporate under the name of the "Town of Derry" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing debts and obligations shall remain obligatory upon the Town under this Charter.

##### **SECTION 1.2 Town Council Form of Government**

Except as otherwise provided in this Charter, all powers of the Town shall be vested in a Town Council.

##### **SECTION 1.3 Construction**

The powers conferred under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit in any way the general powers of the Town as stated in Section 1.1.

##### **SECTION 1.4 Intergovernmental Relations**

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire or any political subdivision or agency thereof, or the United States of America or any agency thereof.

### **SECTION 1.5 Districts**

The Town shall continue to be divided into 4 Districts for the purpose of electing Town Councilors from such Districts. The boundaries of the presently established Districts shall remain as drawn until boundaries are redrawn by the Town Council based on the decennial Census of the United States. So far as reasonably fair and practicable, all Districts shall be equal in population. The Town Council shall, if necessary, adjust and establish new boundaries based on decennial Census data. The Town Council may establish its own rules and procedures governing the conduct of redistricting. However, the Town Council shall hold at least one public hearing concerning new District boundaries.

## **ARTICLE 2**

### **ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS**

#### **SECTION 2.1 Composition of Board of Election Officers**

Eligible members of the Supervisors of the Checklist, the Moderator, the Town Clerk, and the Town Council shall constitute the Board of Election Officers. The Moderator shall be the Chairman. The Town Clerk shall serve as the Clerk of the Board. An "eligible" member shall be defined as someone who is not disqualified by State law. **(amended 9-11-2012)**

#### **SECTION 2.2 Moderator**

There shall be a Moderator of the Town who shall have all the powers and duties granted by this Charter and State law. The Moderator shall be elected at large at the regular Town election for a term of 2 years. The Moderator shall have the power to appoint all election officials except those which this Charter or State law requires to be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations. Vacancies in the office of Moderator shall be filled pursuant to State law.

#### **SECTION 2.3 Supervisors of the Checklist**

(A) There shall be 3 Supervisors of the Checklist who shall hold office for 6 years (and until their successors are elected and

qualified), elected on a staggered basis so that one Supervisor is elected every two years.

(B) Vacancies among the Supervisors of the Checklist shall be filled pursuant to State law. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next regular Town election.

(C) The Supervisors of the Checklist shall elect a chairman for a term of 2 years.

#### **SECTION 2.4 Duties of the Supervisors of the Checklist**

The Supervisors of the Checklist shall have such powers and duties as are specified under State law.

#### **SECTION 2.5 Conduct of Elections**

(A) The election officers, whose duty it is to conduct regular and special elections, shall conduct Town elections in accordance with State law. All elected Town officers shall be elected by use of the Non-Partisan Ballot System established by State law.

(B) The regular Town election shall be held on the second Tuesday in March in each year. The Town Council shall by ordinance establish other election dates, polling places and balloting hours.

(C) Persons who would be qualified under State law to vote in a biennial election in the Town if held on the day of a Town election, shall be qualified to vote in the Town election.

(D) The filing period for candidates to be placed on the ballot for Town elections shall be 10 days, beginning on the seventh Wednesday before the Town election. **(amended 3-12-13)**

#### **SECTION 2.6 Preparation of Ballots**

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates in such order as permitted by State law, without party designation. Below the list of names of the

candidates of each office, there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

#### **SECTION 2.7 Preservation of Ballots**

All the ballots cast at each election shall be preserved, maintained, and sealed as required by State law.

#### **SECTION 2.8 Contested Elections**

(A) Any person for whom a vote was cast and recorded for any office at a town election may, before the expiration of 3 days after the date of the election, apply in writing to the Town Clerk for a recount of the ballots cast for such office and shall pay to the Town Clerk the fee authorized by State law, for the use of the Town. The Town Clerk shall appoint a time for the recount not earlier than 5 days and not later than 10 days after the receipt of the application. If a recount is requested for a Town office, no person shall assume that office until the recount is completed.

(B) The recount shall be conducted by the Board of Election Officers acting as a Board of Recount. In compliance with State law, the members of the Board of Election Officers comprising the Board of Recount shall be the Town Clerk, the Moderator, and members of the Town Council, provided that all officers are eligible pursuant to RSA 669:32. The Board shall determine the results of any recount. Decisions of the Board in cases of contested elections shall be final, subject only to statutory appeals to the Superior Court. **(amended 9-11-2012)**

(C) Tied elections for any elected Town office shall be determined by lot in a manner decided by the Town Clerk in the presence of the candidates who are tied, if upon notice from the Clerk they elect to be present.

(D) If any 10 voters of the Town shall, before the expiration of 7 days after the date of the regular Town election or special election, apply in writing to the Town Clerk for a recount of the votes on any ballot question affecting the Town only, the Clerk shall appoint a time and place for the recount, not earlier than 5



days nor later than 10 days after receipt of the application. The recount shall be conducted in accordance with State law. Applicants shall pay to the Town Clerk, for use of the Town, the appropriate fee as established by State law.

#### **SECTION 2.9 Certification of Election and Appointment**

(A) Written notice of election or appointment to any Town office or board shall be mailed by the Town Clerk to the person elected or appointed, within 48 hours after the appointment is made or the results of any vote are certified to the Town Council. If, within 10 days from the date of the notice, such person shall not take, subscribe to and file with the Town Clerk an oath of office, such neglect shall be deemed a refusal to serve and the office shall be deemed vacant, unless the Town Council shall extend the time in which such person may qualify.

(B) The removal from office in accordance with this Charter, with or without cause, of a person elected or appointed or otherwise chosen for a fixed term, shall give no right of action for breach of contract.

(C) Except as otherwise provided by law, before entering upon the duties of office, every person elected or appointed to Town office shall take and subscribe to an oath of office as prescribed by law, which shall be filed and kept in the office of the Town Clerk. Any oath required by this section may be administered by any officer qualified by law to administer oaths.

(D) All elected Town officials shall take office on the first Monday following their election and shall hold office until their successors are duly elected and qualified.

**ARTICLE 3**  
**PETITIONS: FREE; INITIATIVE; REFERENDUM**

**SECTION 3.1 Free Petition**

(A) Individual Petitions, Action Discretionary: The Town Council shall receive all petitions which are addressed to them and signed by a registered voter and may, in their discretion, take such action in regard to such petitions as they deem necessary and appropriate.

(B) Group Petitions, Action Required: The Town Council shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by at least 100 registered voters. The hearing shall be held by the Town Council, or by a committee or subcommittee thereof, and the action by the Town Council shall be taken not later than 60 days after the petition is filed with the Town Clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The Town Clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice shall be given by publication of a summary of the contents of a petition at least 7 days prior to all such hearings, at public expense. No hearing shall be held upon more than one petition containing the same subject matter in any 12-month period. No hearing or action by the Town Council under this section shall be required in the case of any petition to suspend the implementation of an ordinance adopting a budget or enacting a land use regulation.

**SECTION 3.2 Initiative Petition**

(A) Commencement of Proceedings: Initiative procedures shall be started by the filing of an initiative petition with the Town Clerk. The petition shall be addressed to the Town Council, shall contain a request for passage of a particular measure set forth in the petition, and shall be signed by no less than 20 percent of the total number of votes cast in the last regular Town election. Signatures to an initiative petition need not be all in one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the Town Clerk as one instrument, with the endorsement thereon of the names and



addresses of the persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within 7 days after the filing of an initiative petition, the Town Clerk shall ascertain by what number of registered voters the petition is signed, and what percentage that number is of the total number of votes cast in the last regular Town election, and shall attach thereto a certificate showing the result of such examination.

The Town Clerk shall forthwith transmit the certificate with the petition to the Town Council and at the same time shall send a copy of the certificate to the first person designated on the petition as filing the same.

When such certificate establishes that the petition appears to have been signed by the requisite number of registered voters, the petition shall be deemed to contain requisite signatures unless written objections are made with regard to the signatures thereon by a registered voter within 7 days after such certificate has been issued, by filing such objections with the Town Council and a copy thereof with the Town Clerk. The validity of any such objection shall be determined by the Town Council at their next regular meeting.

(B) Requirements for Passage and Submission to Electorate. If the Town Council determines that the petition contains the requisite signatures of registered voters, and if in the opinion of the Town attorney the petitioned initiative measure may lawfully be passed by the Town Council, the Town Council shall within 20 days after the petition has been finally determined to be sufficient: (1) pass the measure without alteration; or, (2) schedule a special Town election to be held on a date not less than 30 nor more than 60 days thereafter, and submit the measure without alteration to a vote at that election. However, if any other Town election is to occur within 60 days after the petition has finally been determined to be sufficient, the Town Council may omit a special election and submit the measure to a vote at such other Town election.

The ballot presenting an initiative measure shall state the nature of the measure in terms sufficient to communicate the substance

thereof. The question shall be whether the initiative measure should be adopted.

### **SECTION 3.3 Referendum Petitions**

(A) Commencement of Proceedings: Referendum petitions must be filed with the Town Clerk within 30 days after adoption by the Town Council of the measure or part thereof protested by the petition. Referendum petitions shall identify specifically the measure or part thereof protested and must be signed by no less than 20 percent of the total number of votes cast in the last regular Town election. The procedures of Section 3.2 (A) shall apply to referendum petitions except that the words "measure or part thereof protested" shall, for this purpose, replace the word "measure" in the said section whenever it may occur, and the word "referendum" shall replace the word "initiative" in said section.

(B) Suspension of Effect of Measure or Part Thereof Protested: When a referendum petition is filed with the Town Clerk, the measure or part thereof protested shall be suspended from taking effect, except for emergency ordinances adopted under Section 6.3 of this Charter or ordinances adopting a budget or land use regulation, which shall not be subject to suspension. Such suspension shall terminate when:

1. There is a final determination of insufficiency of the petition; or
2. The filers of the petition withdraw it; or
3. 30 days have elapsed after a vote of the Town on the measure or part thereof protested

(C) Action on Petition: When a referendum petition has been finally determined to be sufficient, the Town Council shall reconsider the protested measure or part thereof by voting whether to repeal it. If the Town Council fails to repeal the protested measure or part thereof within 30 days after the day the petition was finally declared sufficient, the Town Council shall submit the protested measure or part thereof to a vote of the Town at a special Town election to be held on a date fixed by the Town Council. Such special election shall be held not less than 30 nor

more than 60 days after the Town Council's vote on repeal. However, if any other Town election is to occur within 60 days after the Town Council's vote on repeal, the Town Council may omit a special election and submit the protested measure or part thereof to a vote at such other Town election.

The ballot presenting a referendum measure under this section shall state the nature of the protested measure or part thereof in terms sufficient to communicate its substance. The question shall be whether the referendum measure should be repealed.

#### **SECTION 3.4 Submission of Proposed Measure to Voters**

The Town Council may, on its own motion, submit any proposed measure, or a proposition for the repeal or amendment of any measure, to a vote of the Town at a regular or special Town election in the same manner and with the same force and effect as provided by this Charter for submission of initiative or referendum measures.

#### **SECTION 3.5 Measures with Conflicting Provisions**

If two or more initiative or proposed measures passed at the same Town election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

### **ARTICLE 4 JUDICIAL AND ADMINISTRATIVE BOARDS**

#### **SECTION 4.1 Elected Boards**

(A) Trustees of Trust Funds: There shall be a board of 3 Trustees of Trust Funds whose powers and duties are provided by State law. Trustees of Trust Funds shall be elected at the regular Town election for terms of 3 years, one Trustee each year. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(B) MacGregor Library Trustees: There shall be a board of 7 Trustees of the MacGregor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no

more than 3 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(C) Taylor Library Trustees: There shall be a board of 5 Trustees of the Taylor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no more than 2 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(D) Cemetery Trustees: The duties and responsibilities of Cemetery Trustees pursuant to RSA 289 shall be delegated to and exercised by the Derry Town Council.

#### **SECTION 4.2 Administrative Boards**

(A) Planning Board: There shall be a Planning Board, whose powers and duties are provided by State law. The Planning Board shall consist of 9 members, of whom 7 are appointed and 2 are ex officio. The 7 appointed members shall be appointed by the Town Council for terms of 3 years, except that initial appointments shall be staggered so that no more than 3 appointed members shall have terms that expire in a single year; a vacancy occurring before the end of a term shall be filled for the unexpired term. The 2 ex officio members shall consist of the Town Administrator, or with approval of the Town Council the Administrator's designee, and a Town Councilor designated by the Town Council for a one year term. There shall also be 3 alternate appointed members appointed in the same way as regular appointed members, except no more than one alternate appointed member's term shall expire in a single year. **(amended 9-11-2012)**

(B) Housing and Redevelopment Authority: There shall be a Housing and Redevelopment Authority whose powers and duties are provided by State law. The Authority shall consist of 5 members appointed by the Town Council for terms of 5 years, except that initial appointments shall be staggered so that no more than one member's term shall expire in a single year. Vacancies shall be filled for the unexpired term.

(C) Conservation Commission: There shall be a Conservation Commission whose powers and duties are provided by State law.



The Commission shall consist of 7 members appointed by the Town Council for terms of 3 years, except that initial terms shall be staggered so that no more than 2 members shall have terms that expire in the first year, two members in the second year and three members in the third year. Vacancies shall be filled for the unexpired term. Four (4) alternate members shall be appointed in like manner, except that the terms of no more than two alternate members shall expire in a single year.

(D) Heritage Commission: There shall be a Heritage Commission whose powers and duties are provided by State Statute in accordance with RSA 673:4-a I & II only, 674:44a, 674:44-b I & III, 674:44-d. The Commission shall consist of 5 (five) members who shall have the powers and duties of both the Heritage Commission and a Historic District commission. The Commission shall consist of at least four (4) regular members who shall be appointed by the Town Council for three (3) year terms which shall be staggered so that no more than two (2) members' terms will expire in a single year. One regular member shall be a Town Councilor, designated by the Town Council for a term of one (1) year. There shall be three (3) alternate members who shall be appointed by Town Council for three (3) year terms which shall be staggered so that no more than one (1) member's term will expire in a single year. Vacancies shall be filled for the unexpired term." (amended 1999)

#### **SECTION 4.3 Judicial Boards**

Zoning Board of Adjustment: There shall be a Zoning Board of Adjustment whose powers and duties are provided by State law. The Board shall consist of 5 regular members appointed by the Town Council for 3 year terms, except that initial appointments shall be staggered so that no more than 2 members shall have terms that expire in a single year. In addition, there shall be 5 alternate members, appointed in the same way as regular members, except that no more than two alternate members' terms shall expire in a single year. Vacancies shall be filled for the unexpired term.



**SECTION 4.4 Terms of Office**

The terms of office of all members of appointed boards shall begin on April 1 and end on March 31.

**SECTION 4.5 Certain Vacancies**

(A) Unless otherwise provided in this Charter, in the event of a vacancy in an elected office, the Town Council shall fill the vacancy by appointment until the next regular Town election, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

(B) Unless otherwise provided in this Charter, vacancies in appointed boards, commissions or committees shall, be filled by available alternate members selected by Town Council for the unexpired term.

**SECTION 4.6 Board Membership Restriction**

No member or alternate member of any Administrative or Judicial Board of the Town shall serve on any other Administrative or Judicial Board of the Town, except for ex officio members or Town Councilors designated to serve as members of a board.

**SECTION 4.7 Other Administrative Committees**

Other administrative boards and committees may be established as necessary by the Town Council.

**SECTION 4.8 Meetings with Town Council and Town Administrator**

The Town Council and the Town Administrator shall meet during the month of January, and more often if Town affairs so warrant, with the Chairmen of all standing town committees and boards to review significant actions taken by the committees, projects currently under discussion and anticipated activity for the coming year.

## **ARTICLE 5 THE GOVERNING AND LEGISLATIVE BODY**

### **Section 5.1 The Town Council**

Except as otherwise provided by this Charter, the governing and legislative body of the Town shall be a Town Council exercising all powers authorized by State law. The Town Council shall consist of 7 councilors, of whom 3 councilors shall be elected at large, and one councilor shall be elected from each District.

### **Section 5.2 Terms of Office**

The term of office for members of the Town Council shall be for three years, or until the election and qualification of their successors.

### **Section 5.3 Qualification for Office as Town Councilor**

To be eligible for election to the office of Town Councilor, a candidate must be 18 years of age, be a resident of the Town for at least one calendar year before the election, and in the case of a District Councilor, be a resident of the District to be represented. If a Councilor or any elected official of the Town moves from the Town, or from the District in the case of a District Councilor, and establishes a domicile in some other place, the office shall be declared vacant and shall be filled as provided for by this Charter.

### **SECTION 5.4 Selection of Chairman and Chairman Pro Tem**

The Council shall, by the affirmative vote of a majority of all its members, at its first regular meeting following each regular Town election, choose one of its members Chairman for a term of one year. The Council shall choose one of its member's Chairman Pro Tem, for a term of one year, who shall act in the absence or disability of the Chairman. In the event of a vacancy occurring in the office of Chairman, the Council shall choose one of its members Chairman at the next regular meeting to serve for the unexpired term. The Chairman shall be the official head of the Town for all ceremonial purposes, shall preside at all meetings of the Council and may speak and vote at such meetings.

**SECTION 5.5 Election of Councilors**

Town Councilors shall be elected for terms of 3 years on a staggered basis, under the following schedule: At the first regular Town election following the effective date of this Charter (1994), there shall be elected one Councilor-at-large and the Councilor for District 1; at the second ensuing regular Town election (1995), there shall be elected one Councilor-at-large and the Councilors for District 2 and 4; at the third ensuing regular Town election (1996), there shall be elected one Councilor-at-large and a District Councilor for District 3. Thereafter, Town Councilors shall be elected on the same schedule in each ensuing 3 year cycle..

**SECTION 5.6 Removal of Councilors**

The Town Council may, on specific charges and after due notice and hearing, at any time remove one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in this Charter.

**SECTION 5.7 Filling of Town Council Vacancies**

In case a vacancy occurs in the Town Council for any reason, the remaining Town Councilors shall, by majority vote, appoint an acting Councilor from among persons eligible to hold the vacant office, to serve until the next regular Town election, at which point the vacancy shall be filled by election for the remainder of the unexpired term.

The Town Council shall act to fill a vacancy no later than 21 days after the vacancy has been officially declared. If such action is not taken within 21 days, the appointment shall be made by the Chairman of the Council. The person so appointed shall be sworn and commence to serve forthwith.

**SECTION 5.8 Compensation; Expenses**

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following: No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a two-thirds vote of all the members of the Town Council. The new salary and expense schedule shall be included in the next Town budget process, and shall take effect

in the fiscal period to which that budget applies. No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

#### **SECTION 5.9 Rules; Meetings; Quorum**

(A) The Town Council shall from time to time establish rules for its proceedings. Regular meetings of the Town Council shall be held at a time and place fixed by the Council but which shall be not less frequent than once monthly. Special meetings of the Town Council may be held on the call of the Town Administrator, or the Chairman of the Council, or on the call of any three or more members, by written notice delivered to the place of residence or business of each member at least 48 hours in advance of the time set. Sessions of the Town Council shall be open to the public, in accordance with RSA 91-A. Every matter coming before the Town Council for action shall be put to a vote, the result of which shall be duly recorded.

(B) A majority of all the members of the Town Council shall constitute a quorum. The affirmative vote of a majority of all the members of the Town Council shall be necessary to adopt any appropriation. Except as otherwise provided by law or this Charter, any other action or measure may be adopted by a majority vote of those present.

#### **SECTION 5.10 Council Staff**

The clerk of the Town Council shall be the Town Clerk. The Clerk of the Town Council or designee shall give notice of all meetings of the Town Council to its members and to the public, shall keep a record of its proceedings and shall perform such duties as may be assigned by the Charter, by ordinance, or by other vote of the Town Council.

#### **SECTION 5.11 Town Councilors - Incompatible Offices**

Except as otherwise provided in this Charter, members of the Town Council shall not hold any other office or employment with the Town. Former members of the Town Council shall not be eligible for appointment as a compensated Town officer or employee until one year after the expiration of their service.



## **ARTICLE 6 ORDINANCES**

### **SECTION 6.1 Municipal Legislation**

Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The Town of Derry Ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the clerk of the Town Council, and each ordinance so recorded shall be authenticated by the signature of the Chairman of the Town Council and the Clerk of the Town Council.

### **SECTION 6.2 Ordinances**

(A) An ordinance may be introduced by any Councilor at any regular or special meeting of the Town Council. Upon introduction of any ordinance, the Clerk of the Town Council shall distribute a copy to each Councilor and to the Town Administrator, shall file a reasonable number of copies in the office of the Town Clerk and shall post a copy in such other public places as the Council may designate. The full text of the proposed measure or ordinance need not be included in the notice if an adequate statement is included, describing the proposal and designating the place where the proposal is on file for public inspection.

(B) Every proposed ordinance shall be introduced in writing in the form required for final adoption. Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics.

(C) After the ordinance's first reading, it shall be published on the Town website and a notice placed in a newspaper of general circulation in the Town at least once, publicizing the time and place when and where it will be given a public hearing and be considered for final passage. The newspaper notice shall also contain a statement describing the proposal, and designating the



place where the proposal is on file for public inspection.  
**(amended 9-11-2012)**

(D) No ordinance shall be passed finally on the date on which it is introduced, except in cases of emergency involving the health or safety of the people or their property. Every adopted ordinance, except as otherwise provided by this Charter, shall become effective at the expiration of 30 days after adoption or at any later date specified therein.

No ordinance shall be amended or repealed except by another ordinance adopted in accordance with this Charter, or as provided in the initiative and referendum procedures of this Charter.

### **SECTION 6.3 Emergency Ordinances**

An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall contain statements after the enacting clause declaring that an emergency exists, and describing the scope and nature of the emergency in clear and specific terms. A preamble which declares and defines the emergency shall be separately voted on and shall require the affirmative vote of two-thirds of all the members of Town Council.

Action on an emergency ordinance shall be taken without amendment at the meeting at which the ordinance is introduced. No ordinance making a grant, renewal or extension, whatever its kind or nature, of any franchise or special privilege shall be passed as an emergency ordinance and except as provided by law relating to utility lines, no such grant, renewal or extension shall be made otherwise than by the regular procedure established for ordinances. After its adoption, an emergency ordinance shall be published as prescribed for other adopted ordinances. It shall become effective upon adoption or at such time as it may specify.

### **SECTION 6.4 Codification of Ordinances**

Not later than 18 months after taking office under this Charter and at least every fifth year thereafter, the Town Council shall have prepared a revision or codification of the ordinances of the Town which are appropriate for continuation as local laws of the Town.

### **SECTION 6.5 Existing Ordinances**

All by-laws, ordinances, rules, restrictions and regulations of the Town of Derry which are in effect as of the effective date of this Charter, and are not inconsistent with this Charter, shall remain in effect after the adoption of this Charter until they expire by their terms or are repealed, modified or amended by the Council.

### **SECTION 6.6 Charter Objection**

On the first occasion that the question on adoption of a measure is put to the Town Council, if two Councilors object to the taking of the vote, the vote shall be postponed until the next meeting of the Town Council whether regular or special. The Councilors who raise the objection shall state the basis for the objection and cite the Charter provision or other applicable law being relied upon in making the objection. This procedure shall not be used more than once for any agenda item. Any item once postponed shall not be further postponed under this section. The Charter objection privilege is not available with respect to an emergency ordinance.  
(amended 9-11-2012)

## **ARTICLE 7 GENERAL POWERS**

### **SECTION 7.1 General Powers of the Town Council**

Subject to the provisions of this Charter, as the elected body serving as the legislative and governing body of the town, the Town Council shall exercise all the powers and duties of selectmen, city councils and boards of aldermen and such other powers and duties provided by State statute or the Constitution of the State of New Hampshire. Except as otherwise provided by State law or this Charter, the powers of the Town Council may be exercised in a manner determined by it.

### **SECTION 7.2 Regulation of Fees and Other Charges**

In accordance with State law, the Administrative Code and this Charter, the Town Council shall approve and regulate all fees and charges, whether for reclamation, impact, use, permits or any other charges that may be made by any department or agency, for the use of the facilities or services of the Town.

### **SECTION 7.3 Delegation of Powers**

The Town Council may delegate to one or more Town agencies the powers to grant and issue licenses and permits vested in the Town Council by State law, and may regulate the granting and issuing of licenses and permits by any such Town agency. The Town Council may in its discretion, rescind any such delegation without prejudice to any prior action taken on such licenses or permits.

### **SECTION 7.4 Inquiries and Investigations**

The Town Council may require any elected or appointed Town officer or employee, any official appointed or confirmed by the Council, or any member of an elected Town board or elected Town commission to appear before it and to give such information as the Town Council may require in relation to such person's office, function or performance. The Town Council shall give at least 48 hours written notice of the general scope of the inquiry which is to be made to any person it shall require to appear before it under this section.

The Town Council may make investigations into the affairs of the Town and into the conduct of any Town agency, and for this purpose may administer oaths and require the production of evidence.

## **ARTICLE 8 ADMINISTRATION OF GOVERNMENT**

### **SECTION 8.1 Town Administrator**

The chief administrative officer of the Town shall be the Town Administrator (hereinafter called the "Administrator"). The Administrator shall be appointed by the Town Council upon the affirmative vote of at least 5 members of the Council. The Administrator shall hold office at the pleasure of the Town Council. The Town Council shall fix the Administrator's salary and terms of employment.

### **SECTION 8.2 Qualifications**

The Administrator shall be appointed solely on the basis of qualifications for the office, with special reference to education,

training and previous experience in public or private office. The Administrator need not be a resident of the Town or of the State of New Hampshire unless contractually obligated. The Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, except as authorized by this Charter, nor engage in any other business or occupation unless with the approval of the majority of the Town Council.  
**(amended 3-12-2013)**

### **SECTION 8.3 Evaluation of Administrator's Performance**

During the budgetary process following the first anniversary of the Administrator's service to the Town and during each subsequent budgetary process, the Town Council shall conduct an evaluation of the Administrator's performance in office. After such evaluation, the Town Council shall determine whether the Administrator's overall performance in office has been satisfactory or unsatisfactory. The Town Council shall also establish the Administrator's compensation for the ensuing year.

### **SECTION 8.4 Removal of Administrator**

(A) The Administrator may be removed by a majority vote of all members of the Town Council as herein provided. The Town Council shall adopt a resolution stating its intention to remove the Administrator and the reasons therefore, a copy of which shall be served on the Administrator. Immediately upon delivery to the Administrator of the resolution stating the intent of the Town Council, the Administrator shall be relieved of office and all further duties.

(B) The Administrator may reply thereto in writing within 10 days, and upon request, shall be afforded a public hearing which shall occur not earlier than 10 days nor later than 15 days after such hearing is requested. After the public hearing, if one is requested, and after full consideration, the Town Council, by majority vote of all its members, may adopt a final resolution of removal. The Administrator shall continue to receive full salary until the effective date of a final resolution of removal. The action of the Town Council in removing the Administrator shall be final.



During the period between adoption of a resolution under Paragraph (A) of this section and final action under Paragraph (B), the Town Council shall, by majority vote of all its members, appoint an interim Administrator to serve at the will of the Town Council for not more than 90 days. If a final resolution of removal is not adopted, the Administrator shall resume office forthwith.

#### **SECTION 8.5 Acting Town Administrator**

(A) Whenever by reason of sickness, absence from the town or other unexpected cause, the Town Administrator shall be unable to perform the duties of the office for a period of 3 successive working days or more, the Town Council shall appoint an Acting Town Administrator.

(B) The Acting Administrator shall have all the powers and perform all the duties of the Administrator except to the extent that said powers and duties may be specifically restricted by Town Council resolution. The Acting Administrator shall be paid such salary for services hereunder as may be prescribed by the Town Council.

#### **SECTION 8.6 Powers and Duties of Administrator**

(A) The Administrator shall be the chief administrative officer of the Town, shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. The Administrator shall be charged with the preservation of the health, safety, and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, this Charter and general State laws governing administration of the Town. The Administrator shall supervise and direct the administration of all Town departments and personnel therein.

(B) Except as otherwise provided by this Charter, the Administrator shall appoint upon merit and fitness alone, and may remove all officers and employees of the Town, subject to the provisions of pertinent statutes and the Administrative Code. Appointment of officers and employees who report directly to the Town Administrator shall be subject to confirmation by vote of the Town Council.



(C) The Administrator shall fix the compensation of all Town officers and employees appointed by the Administrator, within the limits established by existing appropriations.

(D) The Administrator shall have full jurisdiction over the rental and use of all Town facilities under the Administrator's control. The Administrator shall be responsible for the maintenance and repair of all Town property under the Administrator's control, within the limits of existing appropriation.

(E) The Administrator shall keep a full and complete inventory of all property of the Town, both real and personal.

(F) The Administrator shall be responsible for purchasing all supplies, material and equipment for all departments and activities of the Town.

(G) The Administrator shall keep the Town Council informed of the needs of the Town, and make such reports and recommendations as the Administrator may deem advisable or as the Council, as provided by this Charter or by ordinance, shall direct.

(H) The Administrator shall have and perform such other powers and duties not inconsistent with the provisions of this Charter as now are, or may be, conferred or imposed upon the Administrator by ordinance, or by general State laws. The Administrator shall have the right to take part in the discussion of all matters before the Town Council, but not the right to vote.

#### **SECTION 8.7 Non-interference by Individual Members of the Town Council**

The Town Council shall act in all matters as a body. Members of the Council shall not seek individually to influence the official acts of the Town Administrator, or any other officers; or to direct or request, except in writing, the appointment of any person to, or removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member of the Town Council violating the provisions of this section, as

determined through procedures established in this Charter, shall forfeit the office.

#### **SECTION 8.8 Appointive Officers**

(A) There shall be appointed by the Administrator, subject to confirmation by vote of the Town Council, a police chief, a fire chief, a health officer, one or more assessors, town attorney, a tax collector and such other officers as may be necessary to administer all departments which this Charter and the Town Council shall establish. Assessors shall, prior to appointment, have demonstrated knowledge of property appraisal or assessment and of the laws governing the assessment and collection of property taxes. The powers and duties of appointed officers and heads of departments shall be those prescribed by state law, by the Charter or by ordinance.

(B) The Town Council may engage as needed such other attorneys as are deemed in the best interest of the Town or to provide legal advice to the Town Council.

#### **SECTION 8.9 Departments; Administrative Code**

The Town shall have departments, divisions, boards or committees as may be established by this Charter or as the Town Council may establish by ordinance. It shall be the duty of the Administrator to draft and to submit to the Town Council within 9 months after assuming office, an ordinance consistent with this Charter to be titled as the "Administrative Code", which provides for the division of the administrative service of the Town into departments or agencies and defines the functions and duties of each.

The ordinance shall include, subject to any collective bargaining agreements that may be agreed upon, provisions for a merit plan to ensure that all appointments and promotions in the service of the Town shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience and provisions governing discipline and dismissal of personnel. Subsequent to the adoption of such ordinance, upon recommendation of the Administrator, the Town Council by ordinance may amend it to

create, consolidate or abolish departments, agencies or other divisions of the Town, define the functions and duties of each, or otherwise amend it.

The chief officer of each department shall have supervision and control of such department and shall have the power to prescribe rules and regulations for the conduct of such department, not inconsistent with general law, this Charter, the Administrative Code, and the provisions of the merit plan. Prior to adoption of the Administrative Code, the Administrator shall have the power to establish temporary rules and regulations to ensure economy and efficiency in the several divisions of Town government.

#### **SECTION 8.10 Town Clerk**

There shall be a Town Clerk, elected for a term of 3 years. The Town Clerk shall have such authority and perform such duties as provided by State law. Vacancy in the office of Town Clerk shall be filled in accordance with State law.

### **ARTICLE 9 FINANCE**

#### **SECTION 9.1 Fiscal Year**

The fiscal year of the Town shall begin July 1 and run through the subsequent June 30 in each year.

#### **SECTION 9.2 Preparation of Budget**

The preparation of the fiscal budget of the Town shall begin at such time as specified by the Administrator, or as directed by the Administrative Code. The chief officer or director of each department shall submit to the Administrator an itemized estimate of the expenditures for the next fiscal year for the department or activities under the officer's control. In presenting the budget to the Town Council, the Administrator shall also include a detailed report of estimated revenues other than those to be derived from real estate taxes, paying particular attention to departments or activities that are self-sustaining.

### **SECTION 9.3 Submission of Budget; Budget Message**

(A) By April 1 the Administrator shall submit to the Clerk of the Town Council a proposed budget for the ensuing fiscal year which shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year, an accompanying budget message and supporting documents, including the estimated effect of the proposed budget on the tax rate.

(B) The message of the Administrator shall explain the budget for all Town agencies both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, indicate any major changes from the current fiscal year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Town's debt position and include such other material as the Administrator deems desirable or the Town Council may reasonably require.

### **SECTION 9.4 Action on the Budget**

(A) Limitation of Budget Increases: Recognizing that the final tax rates for the Town of Derry are set by the New Hampshire Department of Revenue Administration pursuant to State law, the Administration and Town Council of the Town of Derry shall develop their annual budget proposals in accordance with the mandates of this section. In establishing a municipal budget, the Town Council shall be allowed to assume an estimated property tax rate only in an amount equal to the equalized tax rate established during the prior fiscal year increased by a factor equal to the average change in the Northeast Region Consumer Price Index for All Urban Consumers (CPI-U) as published by the United States Department of Labor Bureau of Labor Statistics for the calendar year immediately preceding budget adoption. Total expenditures for any given budget year shall not exceed funds reasonably calculated to be derived by a tax rate so established in addition to other revenues generated by the municipality. This provision shall not prevent the Town Council from establishing an annual municipal budget below this limit. This provision shall not limit the Town Council from appropriately funding any programs or accounts mandated to be paid from municipal funds by state or federal law. **(amended 3-12-13)**



(B) Exception to Budget Limitation: The total or any part of principle and interest payments for any municipal bond may be exempted from being included in expenditures subject to the prior limitation in Sec. 9.4(A) upon a two-thirds vote of the entire Derry Town Council. This decision shall be made annually.

(C) Public Hearing: The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the proposed budget as submitted by the Administrator with a notice stating: (1) the times and places where copies of the proposed budget are available for inspection by the public and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on the proposed budget will be held by the Town Council.

(D) Adoption: The Town Council shall enact the budget, with or without amendments, by May 31. In amending the budget, it may delete, decrease, increase or add any programs or amounts, except it may not decrease expenditures required by law or for debt service. If the Town Council fails to take action with respect to the budget by May 31, such budget shall, without any action by the Town Council, be deemed to have been adopted, and shall be available for the purposes specified.

#### **SECTION 9.5 Quarterly Budget Reports**

At the beginning of each quarterly period during the fiscal year, and more often if required by the Town Council, the Administrator or designee shall submit to the Town Council data showing the state of the Town's financial affairs. The Administrator shall, at the Town Council's first regular meeting in the quarterly period, using the same data furnished to the Town Council, provide a report to the public that shows the relation between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses. The Town Administrator, with simple majority approval of the Town Council, may reduce appropriations for any item or items, except amounts required for debt and interest charges or other legally-required expenditures, to such a degree as may be necessary to keep total expenditures within total anticipated revenues (**amended 3-13-12**)



#### **SECTION 9.6 Appropriations After Adoption of Budget**

No appropriation shall be made for any purpose not included in the annual budget as adopted, unless approved by a two-thirds majority of all the members of the Town Council after a public hearing. The Town Council shall, by resolution, designate the source of any money so appropriated.

#### **SECTION 9.7 Transfer of Appropriations**

"No expenditure shall be made, and no obligation for expenditure shall be incurred, except pursuant to a duly adopted appropriation or a transfer of appropriation permitted by this section.

With the approval of a majority of the Town Council, the Town Administrator may transfer any unencumbered appropriation balance or any portion thereof from one department to another. The Town Administrator may transfer any unencumbered appropriation balance or any portion thereof within a department, provided that funds are available to support the transfer, that the amount to be transferred is not essential for the effective operation of the department's functions, and that the transfer is not otherwise contrary to State law." **(amended 9-11-2012)**

#### **SECTION 9.8 Capital Improvements Plan**

(A) The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Town Council a capital improvements plan at least one month prior to the final date for submission of the budget. The capital improvements program shall include:

- (1) A clear summary of its contents.
- (2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.

- (3) Cost estimates, methods of financing and recommended time schedule for each improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(B) The capital improvements plan shall be based on a period of not less than 6 years and shall be guided by the Master Plan for the Town.

(C) The foregoing information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(D) The Town Council and Planning Board shall meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.

(E) A summary of the updated capital improvements plan with estimated costs shall be included in the Town report and the current year costs of the capital improvements plan shall be included in the Town budget.

(F) The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the capital improvements plan and a notice stating: (1) the times and places where copies of the capital improvements plan are available for inspection by the public; and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on said plan will be held by the Town Council.

(G) After the public hearing and at the time of adoption of the budget as set forth in **Section 9.4D** of the Charter and on or before 30 days prior to the start of the ensuing fiscal year, the Town Council shall by resolution adopt the capital improvements plan with or without amendment, provided that each amendment must be voted separately and that any increase in the capital improvements plan as submitted must clearly identify the method of financing proposed to accomplish the increase.

### **SECTION 9.9 Lapse of Appropriations; Special Revenue Funds**

Every appropriation, except an appropriation for a capital expenditure or dedicated funds permitted by State law, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if 2 years pass without any disbursement from, or encumbrance of, the appropriation. Special Revenue Funds may be established in accordance with State law for a specific purpose only upon receiving a vote of two-thirds of all the members of the Town Council.

### **SECTION 9.10 Purchasing Procedure**

The Administrative Code, as approved by the Town Council, shall establish purchasing and contract procedure, as well as a non-competitive bid procedure, including the assignment of all responsibility for purchasing to the Administrator or designee, and the combination purchasing of similar articles by separate departments. The Town Administrator, through a written procedure and notification of the Town Council, shall establish dollar limits for purchases and contracts which must be by competitive bid and shall establish the bidding procedures. No competitive bids shall be required when purchasing through the State of New Hampshire or at the State of New Hampshire bid prices. Requirements for bids may be waived in specific instances by the Town Administrator; however the Town Administrator must have the approval of the Council Chair to waive bidding requirements on his/her purchases.

**(amended 3-13-2012)**

### **SECTION 9.11 Special Assessments**

When it appears either by petition or Council deliberation that the cost of a public improvement should be defrayed in part or whole by special assessment upon the property especially benefitted, the Town Council shall have authority to so declare by resolution. The Town Council shall hold a public hearing prior to enacting any

special assessment resolution. Such resolution shall state the estimated cost of the improvement, the proportion of the cost to be borne by special assessment and the proportion to be borne by Town general revenues. The resolution shall designate the areas of the Town or the premises on which the special assessment shall be levied and the conditions of payment of the levy. Adoption of the resolution shall require an affirmative vote of two-thirds of all the members of the Town Council. The Town Council shall prescribe by ordinance, complete special assessment procedures concerning plans and specifications estimate of costs, notices, hearings and any other matters concerning the financing of improvements by the special assessment method.

#### **SECTION 9.12 Fiscal Control**

The Administrative Code shall establish procedures governing fiscal control of all Town finances, including, but not limited to, a pre-audit of all authorized claims against the Town before payment.

#### **SECTION 9.13 Bonding of Officials**

Any Town officer or employee (other than Town Councilor) may be required by the Administrator to give a bond for the faithful performance of the duties of the office. The Administrator and all officers receiving or disbursing Town funds shall be so bonded. All official bonds shall be corporate surety bonds, and the premiums thereon shall be paid by the Town. Such bonds shall be filed with the Town Clerk.

#### **SECTION 9.14 Investments, Trust Funds**

The Trustees of Trust Funds shall invest and account for funds under their supervision in accordance with State law.

#### **SECTION 9.15 Grants, Gifts**

The Town Council may apply for, accept and expend monies received from the State, Federal, or other governmental units, or from private sources which become available during the fiscal year. A procedure for accounting for such monies shall be provided for in the Administrative Code. No Town funds shall be expended as matching funds for such monies unless lawfully appropriated for such purpose.



**SECTION 9.16 Town Treasurer; Deputy Treasurer**

There shall be a Treasurer of the Town appointed upon the recommendation of the Town Administrator with approval by the Town Council. The appointment shall be made in writing and shall include the compensation to be paid. The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the Administrator and the Chairman of the Town Council or as otherwise authorized by State law. The Administrator shall initiate and sign a document, to be co-signed by the Chairman of the Council or designee, listing payments to be made. The Administrator shall attach to the document all supporting papers, as specified by the Administrative Code, authorizing the Treasurer to make payment.

**(amended 9-11-2012)**

The Treasurer shall deposit all monies, invest excess funds and account for same as directed by this Charter, the Administrative Code, and State law. A vacancy in the office of the Town Treasurer shall be filled by appointment by the Town Council for the unexpired term.

A Deputy Treasurer shall be appointed by the Treasurer with the approval of the Town Council. The Deputy Treasurer shall be qualified in the same manner as the Treasurer and shall perform all the duties of the Treasurer in the event of the Treasurer's absence by sickness, resignation or otherwise.

**(amended 3-13-2012)**

Transitional Provision: Pursuant to RSA 669:17-d, upon passage of this amendment the person holding the elected office of Treasurer shall continue on until the next annual Town election following the discontinuance of the elected office of Treasurer.

**(amended 9-11-2012)**

**SECTION 9.17 Borrowing Procedure**

Subject to the applicable provisions of State law and the Administrative Code, the Town Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the Town and the issuance of



bonds of the Town or other evidence of indebtedness therefor, and may pledge the full faith, credit and resources of the Town for the payment of the obligation created.

#### **SECTION 9.18 Independent Audit**

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Town Council. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting, and other such procedures which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Summaries of the results of such audits, including findings and recommendations and any management letters, shall be made public. At least once every 5 years the Town Administrator, on behalf of the Town Council, shall issue a Request for Proposal for the provision of independent audit services. **(amended 3-12-2013)**

#### **Section 9.19 Annual Report**

An annual report of the Town's business for the preceding year shall be made available to the public not later than 150 days after the close of the fiscal year. **(new section 3-12-2013)**

### **ARTICLE 10 GENERAL PROVISIONS**

#### **SECTION 10.1 Availability of Town Records**

In compliance with RSA 91-A, a copy of all ordinances, the Administrative Code or other rules and regulations adopted by any town agency, board or individual shall be filed in the office of the Town Clerk and made available for review by any person requesting such information.

#### **SECTION 10.2 Liability of Town Officers and Agencies**

All town officers and members of town agencies shall be deemed to be public or municipal officers or officials. The Town shall indemnify any such officer or member for expenses or damages incurred in the defense or settlement of a claim against the officer

or member which arose while acting in good faith within the scope of official duties or employment, but only to the extent and subject to the limitations imposed by State law.

### **SECTION 10.3 Prohibition**

(A) No officer or employee of the Town shall appear as counsel before any agency of the Town of Derry.

(B) Any Town officer or employee who has a substantial financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, material, supplies or services to the Town or to a contractor supplying the Town, shall make known that interest and shall refrain from voting upon or otherwise participating in the transaction as a Town officer or employee. Any Town officer or employee who willfully conceals such interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the office or position. In addition, the transaction shall be voidable by the Town Council if the person contracting with or making a sale to the Town has knowledge that this section has been violated.

(C) Activities Prohibited

1. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Town position or appointive Town administrative office because of race, sex, political or religious opinions or affiliations.

2. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment under the provisions of this Charter or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.

3. No person who seeks appointment or promotion with respect to any Town position or appointive Town office shall directly or indirectly give, render or pay any money,

service or other valuable thing to any person for or in connection with any test, appointment, proposed appointment, promotion or proposed promotion.

4. No person who runs for Town office shall solicit or assist in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding any compensated appointive Town position.

#### **SECTION 10.4 Severability**

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstance is held invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

#### **SECTION 10.5 Specific Provisions Shall Prevail**

To the extent that any specific provision of this Charter conflicts with any provision expressed in this Charter in general terms, the specific provision shall prevail.

#### **SECTION 10.6 Procedures**

(A) Meetings: All multiple member bodies of the Town whether elected or appointed or otherwise constituted, shall meet regularly at such times and public places within the Town as they may prescribe. Except in emergencies, special meetings of any multiple member body shall be held on the call of the respective chairperson or by one-third of the members thereof, by written notice delivered to the residence or place of business of each member at least 48 hours in advance of the time set. A copy of the said notice shall also be posted on the Town bulletin board.

Special meetings of any multiple member body shall also be called within one week after the date of the filing with the Town Clerk of a petition by at least 100 voters which states the purpose or purposes for which the meeting is to be called. Meetings of all multiple member bodies shall be open and public; however, a multiple member body may meet in a non-public session as permitted by RSA 91-A.

(B) Agenda: Except in cases of emergency, at least 48 hours before any meeting of a multiple member body is to be held, an agenda shall be posted containing all items which are scheduled to come before the meeting. No action taken on a matter not included in the posted agenda shall be effective unless the body first adopts by special vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the Town.

(C) Rules and Minutes: Each multiple member body shall determine its own rules and order of business unless otherwise provided by this Charter or by State law. The Town Clerk or designee shall take and keep the minutes of the respective proceedings. Such rules and minutes, except as provided for in RSA 91-A, shall be a public record kept available in a place convenient to the public at all times, and certified copies shall be kept available in the Town Clerk's office.

(D) Voting: Except on procedural matters, all votes of all multiple member bodies shall be taken by a call of the roll and the ayes and nays shall be recorded in the minutes, provided, however, that if the vote is unanimous, only that fact need be recorded.

(E) Quorum: A majority of the members of a multiple member body shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of the absent members in the manner and subject to the penalties prescribed by the rules of the body. No other action taken by a number of members smaller than the quorum shall be valid or binding.

#### **SECTION 10.7 Duties of the Chairman of the Town Council**

(A) The Chairman of the Town Council, in addition to other duties as provided for in this Charter, shall, after consulting with the Administrator, prepare the agenda for presentation to the Council.

(B) The Chairman shall meet with the Administrator as often as they both shall deem necessary in order to ensure that the



Administrator and the Town Council are in agreement as to decisions made, or to be made, and to share information that may be of benefit to the Chairman and the Town Council regarding public relations, economic development plans, or other public matters the Council may request the Administrator to pursue.

(C) The Chairman shall advise the Town Council on a monthly basis as to activities and progress on matters assigned to the Chairman.

(D) As a member of the Town Council, the Chairman shall be fully subject to the non-interference requirement of Section 8.7 of this Charter.

(E) In order to carry out the Chairman's responsibilities, the Chairman shall be furnished a desk, office space, and secretarial services as needed. Upon leaving office the Chairman shall immediately turn over all papers, files, or other matters to the duly elected successor.

#### **SECTION 10.8 Definitions**

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this Charter shall have the following meanings:

(A) Charter: The word "charter" shall mean this Charter and any amendments to it made through any of the methods provided under RSA 49-B.

(B) Days: The word "days" shall refer to calendar days.

(C) Emergency: The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action.

(D) Initiative Measure: The words "initiative measure" shall mean a measure proposed by initiative procedures under this Charter, but excluding:

1. Matters relative to the organization or operation of the Town Council;



4. An emergency measure passed in conformity with this Charter;
3. The Town budget;
4. Tax anticipation notes;
5. An appropriation for the payment of the Town debts or obligations;
6. Any appropriation of funds necessary to implement a duly adopted collective bargaining agreement;
7. Any proceeding, or part thereof, relating to the election, employment, appointment, suspension, transfer, demotion, removal or discharge of any Town officer or employee;
8. Any proceeding repealing or rescinding a measure, or a part thereof, which is protested by referendum procedures.

(E) Majority Vote: Unless otherwise expressly provided, the words "majority vote" shall mean a majority of those present and voting with a quorum of the body present.

(F) Measure: The word "measure" refers to a specific act or proposal. The specific act or proposal may be a resolution, an ordinance, a referendum vote to be taken, or other proposed action, depending on the matter to be acted on.

(G) Multiple Member Body: The words "multiple member body" shall mean any body consisting of two or more persons, whether elected, appointed, or otherwise constituted.

(H) Number and Gender: The singular number may be extended and applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender; and words imparting the feminine gender shall include the masculine gender.

(I) Referendum Measure: The words "referendum measure" shall mean:

1. A measure protested by referendum procedures under this Charter, including a specific item in the Town budget,

but excluding items 1 through 7 listed in the definition (E) Initiative Measures, or;

2. Any proceeding of the Town Council providing for the submission or referral of a matter to the voters at an election.

(J) Town: The word "Town" shall mean the "Town of Derry."

(K) Agency: The words "Town Agency" shall mean any board, commission, committee, department, or office of the Town government.

(L) Voters: The word "voters" shall mean registered voters of the Town of Derry.

## **ARTICLE 11 TRANSITIONAL PROVISIONS**

### **SECTION 11.1 Continuation of Government**

All members of the Town government, elected or appointed, except those abolished by this Charter, shall continue to perform their duties until the expiration of their current term, and until successors to their respective positions are duly appointed, elected and qualified, or their duties have been transferred. The Town Council shall take whatever measures are necessary to effectuate an orderly transition and shall take whatever actions are necessary to enable such transitions in office to comply with the provisions of this Charter.

### **SECTION 11.2 Continuation and Compensation of Personnel; Abolition of Office of Mayor**

(A) Until expressly changed after the effective date of this Charter, the compensation of all officers and employees of the Town shall be the same as in effect June 30, 1993.

(B) Any person holding an office or position in the service of the Town, or any person serving in the employment of the Town, shall retain such office or position and shall continue to perform

the duties thereof unless or until provisions shall have been made in accordance with this Charter for the performance of such duties by another person or agency. No person in the permanent full-time service of employment of the Town shall forfeit pay grade or time in service by reason of such transfer. All such persons shall be retained in capacities as similar to their former capacities as is practical.

(C) The office of Mayor shall be abolished as of the effective date of this Charter. The present incumbent shall become a Councilor-at-large, and shall have all privileges, rights and access to information as any Councilor, and shall serve until the expiration of the elected term, March 9, 1995.

(D) The Administrator, responsible to the Mayor for the administration of all Town affairs placed in the Administrator's charge under the former Charter, shall, upon the effective date of this Charter, serve under the direction and supervision of the Town Council. Any prior agreement for employment of the Administrator, express or implied, shall terminate upon the effective date of this Charter. A new agreement for employment may be approved by the Town Council under the provisions of this Charter.

### **SECTION 11.3 Council Salaries**

The salary to be paid each Town Councilor shall, as of July 1, 1993, not exceed \$2500.00 per annum. In addition to this sum, the Chairman of the Town Council shall receive an additional sum of \$1500.00. Such salaries shall continue until changed by the Town Council pursuant to Section 5.8 of this Charter.

### **SECTION 11.4 Transfer of Records and Property**

As of the effective date of this Charter, all records, property and equipment of any Town agency, the powers and duties of which are assigned in whole or part to another Town agency, shall be transferred to the Town agency to which such powers and duties are assigned.

**SECTION 11.5 Effective Date**

This Charter shall take effect July 1, 1993, except as otherwise provided. Prior to that date, the Town Council shall prepare for transition to the form of government established by this Charter.



# NOTICE

If you own real estate lots that were involuntarily merged by municipal action, you may be able to have those lots restored to their pre-merger status.

Your property may qualify if two or more lots were merged for zoning, assessing, or taxation purposes and the merger occurred:

- During your ownership, without your consent; or
- Prior to your ownership, if no previous owner consented to the merger.

To restore your property to pre-merger status, you must:

- Make a request to the local governing body
- No later than December 31, 2016.

Once restored:

- Your properties will once again become separate lots; however, they must still conform to applicable land use ordinances. Restoration does not cure non-conformity.

*This notice must be:*

- *Posted continuously in a public place from January 1, 2012 until December 31, 2016, and*
- *Published in the 2011 through 2015 Annual Report.*

*Read the full statute at RSA 674:39-aa Restoration of Involuntarily Merged Lots.*











